

FILE NO. 210239

Petitions and Communications received from February 25, 2021, through March 4, 2021, for reference by the President to Committee considering related matters, or to be ordered filed by the Clerk on March 9, 2021.

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

From the Department of Public Health, submitting Order of the Health Officer Nos. 2020-15e, 2020-05c, 2020-16f, 2020-19f, 2020-28d, 2020-22g, 2020-23d, 2020-30d, 2020-31c, 2020-32c, 2020-35b, 2021-01, 2020-29f and Health Orders No. C19-07t. Copy: Each Supervisor. (1)

From the Office of the Mayor, making the (re)nominations and reappointments to the following bodies. Copy: Each Supervisor. (2)

Nomination pursuant to Charter, Section 4.135:

- **Historical Preservation Commission**
 - Christina Dikas - term ending December 31, 2024

(Re)nominations pursuant to Charter, Section 8A.102:

- **Municipal Transportation Agency Board of Directors**
 - Sharon Lai - term ending March 1, 2025

Reappointments pursuant to Charter, Section 3.100(18):

- **War Memorial Board of Trustees**
 - Charlotte Mailliard Shultz - term ending January 2, 2025
 - Nancy Bechtle - term ending January 2, 2025
 - Lt. Col. Wallace Levin - term ending January 2, 2025
 - Gorretti Lo Lui - term ending January 2, 2025
 - Diane "Dede" Wilsey - term ending January 2, 2025
 - Paul F. Pelosi - term ending January 2, 2025
 - Mrs. Eugenia Moscone - term ending January 2, 2025

From concerned citizens, regarding the proposed Resolution initiating a landmark designation for the Trocadero Clubhouse in Sigmund Stern Recreation Grove located at 2750-19th Avenue. File No. 210087. 14 letters. Copy: Each Supervisor. (3)

From concerned citizens, regarding the Observation Wheel located at Golden Gate Park. 35 letters. Copy: Each Supervisor. (4)

From concerned citizens, regarding the peace and respect of human rights in Tigray, Ethiopia. 68 letters. File No. 210189. Copy: Each Supervisor. (5)

From Shad Fenton, regarding various concerns with the Bayshore Navigation Center. 5 letters. Copy: Each Supervisor. (6)

From Palmer Chan, regarding the Planning Commission hearing on 321 Florida Street. Copy: Each Supervisor. (7)

From Deetje Boler, regarding removal of a tree located at 900 Van Ness Ave. Copy: Each Supervisor. (8)

From Helene Sautou, regarding the proposed Ordinance amending the Administrative Code to require the Department of Homelessness and Supportive Housing to establish a Safe Sleeping Sites Program to provide unsheltered persons with a safe place to sleep overnight. File No. 201187. Copy: Each Supervisor. (9)

From Brad Allred, regarding issues with a traffic light located at Lincoln and 19th Avenue. Copy: Each Supervisor. (10)

From Rachel Lem, regarding the transfer of real property from Wool Ranch to the East Bay Regional Park District. File No. 210051. Copy: Each Supervisor. (11)

From Patrick Dodson, regarding various experiences in San Francisco. Copy: Each Supervisor. (12)

From concerned citizens, regarding the Tentative Map for a six-unit condominium conversion at 424, 426, 428, 430, 432, and 434 Francisco Street. File No. 201379. Copy: Each Supervisor. (13)

From Antonio Pereira, regarding the permit application process in San Francisco. Copy: Each Supervisor. (14)

From Clair Farley, regarding a reappointment to the Immigrant Rights Commission. File No. 190202. Copy: Each Supervisor. (15)

From Sophia De Anda, regarding ADA compliancy. Copy: Each Supervisor. (16)

From the Office of the Chief Medical Examiner, regarding an inquiry submitted by Supervisor Melgar. Copy: Each Supervisor. (17)

From Dee Dee Workman, regarding the proposed Resolution urging the Office of Economic and Workforce Development, Planning Department, Municipal Transportation Agency, Public Works, Fire Department, and Recreation and Park Department to develop a proposal for a permanent Shared Spaces Program. File No. 201422. Copy: Each Supervisor. (18)

From concerned citizen, regarding sidewalk tree planting on Harold Avenue. Copy: Each Supervisor. (19)

From Barbara St. Marie, regarding summer camps for kids. Copy: Each Supervisor. (20)

From Jamey Frank, regarding suggestions for improving the Municipal Transportation Agency. Copy: Each Supervisor. (21)

From Jordan Davis, regarding an appointment to the Immigrant Rights Commission. File No. 210013 Copy: Each Supervisor. (22)

From Rachel Ball-Jones, regarding the toxic environment on Treasure Island. Copy: Each Supervisor. (23)

From Elizabeth Levett, regarding vaccines for teachers. Copy: Each Supervisor. (24)

From concerned citizen, regarding various quality of life concerns. Copy: Each Supervisor. (25)

From Patrick Monette-Shaw, regarding Laguna Honda Hospital's visitation policies. Copy: Each Supervisor. (26)

From Tim James, regarding the proposed Emergency Ordinance to temporarily require certain grocery stores, drug stores, and property service contractors for grocery stores and drug stores to pay employees an additional five dollars per hour during the public health emergency. File No. 210181. Copy: Each Supervisor. (27)

From Allen Jones, regarding comments made by a San Francisco Police Commissioner. Copy: Each Supervisor. (28)

From Norman Degelman, regarding the financial plight of entertainment institutions. Copy: Each Supervisor. (29)

From the Department of Elections, submitting a memorandum regarding the Voter's Choice Act. File No. 200400. Copy: Each Supervisor. (30)

From the San Francisco Chamber of Commerce, regarding the proposed Ordinance extending the deadline for certain businesses to pay the business registration fee for the fiscal year ending June 30, 2022, to November 1, 2021. File No. 210138. Copy: Each Supervisor (31)

From Peter Monks, regarding the reopening of Twin Peaks to vehicular traffic. Copy: Each Supervisor. (32)

From Emily L. Brough, regarding the proposed Motion adopting findings to reverse the Final Mitigated Negative Declaration under the California Environmental Quality Act for the proposed project located at 2417 Green Street. File No. 210201. Copy: Each Supervisor. (33)

From Chris Kline, regarding surveillance issues. Copy: Each Supervisor. (34)

From Teresa Donnelly, regarding funding for small mom and pop businesses. Copy: Each Supervisor. (35)

From Hal Paul, regarding the reopening of gyms. Copy: Each Supervisor. (36)

From Mabel Green, regarding the violence against the Asian Community. Copy: Each Supervisor. (37)

From the Office of the Public Defender, regarding Cameo House. Copy: Each Supervisor. (38)

From Samuel Svenningsen, regarding the housing shortage and affordability in San Francisco. Copy: Each Supervisor. (39)

From concerned citizens, regarding the proposed Ordinance waiving business registration fees for the fiscal year commencing July 1, 2020, and certain license fees originally due on March 31, 2020. 2 letters. File No. 201415. Copy: Each Supervisor. (40)

From the Office of the Clerk of the Board, regarding the results on a poll for Outside Boards and Commissions. Copy: Each Supervisor. (41)

From the San Francisco Tenants Union, regarding the proposed Ordinance amending the Building Code to waive specified fees for certain accessory dwelling unit projects through June 30, 2023, and requiring the Department of Building Inspection to annually report on such waivers. File No 210030. Copy: Each Supervisor. (42)

From Kathy Kojimoto, regarding businesses in San Francisco's Chinatown and Japantown. Copy: Each Supervisor. (43)



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-15e

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR TENNIS, PICKLEBALL AND GOLF**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that people engaged in outdoor tennis, pickleball or golf (up to a foursome) must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4 and 11 of Health Officer Order No. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on Wednesday, March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2020-15e

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:**
 - a) All people engaged in tennis, pickleball or golf (“Players”) in the City and County of San Francisco (the “City”); and**
 - b) All owners, operators, managers, and supervisors of any public or private tennis, pickleball or golf facility in the City that are Outdoor Businesses permitted to be open to the public under the Stay-Safer-At-Home Order (the “Facility”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Players and Facilities (the “Best Practices”). Each Player and Facility must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Facility must, before it begins to offer tennis, pickleball or golf services, create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. If an aspect, service, act or operation of a Facility or Player is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Facility or Player must comply with all applicable directives, and must complete all relevant Health and Safety Plan forms.**
- 5. Each Facility must (a) make the Health and Safety Plan available to a member of the public and Personnel on request, (b) provide a summary of the plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the plan online at any storefront and at the entrance to any other physical location that the Facility operates within the City. Also, each Facility must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Order upon demand.**
- 6. Each Facility subject to this Directive may be required to provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to Personnel and/or to the public, all as required by the Best Practices. If any such Facility is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant operation, any such Facility is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**
- 7. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Facility: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted**



Health Officer Directive No. 2020-15e

to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Facility. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.

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

This Directive is issued in furtherance of the purposes of the Stay-Safer-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls unless otherwise specifically provided. Failure to carry out this Directive is a violation of the Stay-Safer-At-Home

Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

A handwritten signature in black ink, appearing to read "Susan Philip".

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-15e (issued 3/2/21)

Best Practices for Tennis, Pickleball and Golf

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

Requirements:

1. Section 1 – Facility Requirements:

- 1.1.** Ensure that the following aspects of Facility premises are shut down and not accessible by Players or the public: clubhouses, restaurants, bars, dining areas, seating or lounge areas, common areas not required to reach outdoor facilities, fitness facilities, shower facilities, locker areas, and retail space, unless specifically allowed under the Stay-Safer-At-Home Order and any directives or guidance issued by the Health Officer.
- 1.2.** Without limiting Section 2.7 of this Directive, if an aspect of Facility premises is allowed to operate under another directive (for example, a pro-shop or retail space may or may not currently qualify as Retail Business with Curbside Pickup, which is covered by Directive No. 2020-10), then the Facility must comply with all applicable directives, and its Health and Safety Plan must include all applicable components from those directives. Copies of other directives are available online at <https://www.sfdph.org/directives>.

2. Section 2 – General Sanitation Exemptions for Public Facilities:

- 2.1.** Private Facilities are required to implement all applicable sanitation requirements of the Social Distancing Protocol.
- 2.2.** Public Facilities are required to implement all applicable sanitation requirements of the Social Distancing Protocol with the following exceptions:
 - 2.2.1.** If it is not feasible for a public Facility to provide hand sanitizer or a handwashing station to Players in accordance the Social Distancing Protocol, public Facilities must require Players to bring their own hand sanitizer.
 - 2.2.2.** If it is not feasible for a public Facility to continuously disinfect shared or high-touch surfaces and devices as required by the Social Distancing Protocol, then the public Facility must post signage requiring Players to bring their own hand sanitizer to use after touching high-touch surfaces like gates.
 - 2.2.3.** Except with respect to bathrooms, public Facilities are not required to clean and decontaminate premises in accordance with Sections 3.11 and 3.13 of the Social Distancing Protocol, but are strongly encouraged to clean and disinfect premises to the maximum extent feasible.
 - 2.2.4.** Public Facilities are not required to clean and decontaminate premises in accordance with Section 3.17 of the Social Distancing Protocol, but are strongly encouraged to clean and disinfect premises to the maximum extent feasible.



3. Section 3 – Requirements Specific to Golf Players and Golf Facilities:

- 3.1.** Golf Players and Personnel must practice—and Facilities with on-site Personnel must enforce – all Social Distancing Requirements in accordance with the Stay-Safer-At-Home Order and applicable directives, all Face Covering requirements as set forth in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to those orders or directives. Players from different Households should maintain at least six feet of distance between each other to the greatest extent possible, and it is strongly recommended that they maintain that distance at all times.
- 3.2.** Golf Facilities must conduct all business and transactions involving Players and members of the public in outdoor spaces in accordance with the Stay-Safer-At-Home Order.
- 3.3.** In Golf Facilities where restrooms are available on the course, Facilities must prohibit Players and other members of the public from using any indoor restroom facilities, such as those located in the clubhouse. For clarity, if no bathrooms are available on the course, indoor bathrooms may be made available to Players and the public. Personnel may use any bathrooms designated by the Facility.
- 3.4.** Groups must be limited to a maximum of four players per group from the same or different Household. Groups of players from different Households must comply with the State of California under its Stay-Safer-At Home Order.
- 3.5.** Golf Players must not share equipment with people outside of their Household or rent any equipment unless otherwise expressly allowed for equipment rental as an Additional Business under the Stay-Safer-At-Home Order and subject to all applicable requirements for sanitization between uses.
- 3.6.** Golf Cart Operations:
 - 3.6.1.** Carts must be limited to members of one Household;
 - 3.6.2.** Carts must be sanitized after each use; and
 - 3.6.3.** Hand carts must be sanitized after each use.
- 3.7.** Before the Golf Facility may open its course, all high-touch surfaces and equipment including, but not limited to, water stations, hand towels, ball washers, bunker rakes, scorecards and pencils, must be removed or made inaccessible from the range or course. To avoid contact with a high-touch surface, players must be prevented from reaching into cups for golf balls. Cups must be lifted above the putting surface to ensure there is no retrieval of balls from the cup. Flags may be removed or fixed in place at each hole. Cups may be filled or inverted so that the ball can come to a rest at the cup but also be retrieved easily without touching any surfaces.
- 3.8.** Where possible, designated paths of travel within Golf Facility premises must be clearly marked.
- 3.9.** Tournament style events or competitions are prohibited to the extent they require, encourage or result in groups of Golf Players from different Households arriving and congregating at the Facility at the same time. For example, tournaments that require or allow Golf Players to start or end play at or near the same time – such as a “shotgun” start – are not permitted. But



a tournament that staggers start times from the first tee and otherwise complies with this Directive and all applicable State and local health orders is allowed. The Golf Facility must continue to ensure that different groups of Golf Players do not congregate at the Facility before, during or after the event, that there is no other mingling between those groups at the Facility, and that there are no scorekeepers, referees or other similar staff who interact in person with the groups as part of the management of the tournament. Spectators are prohibited during any tournament. Professional tournaments without spectators may be allowed with prior approval of the Health Officer. Group instruction or clinics are permitted to the extent they operate as Outdoor Fitness Classes under Section 9 of Appendix C-1 to the Stay-Safer-At-Home Order. Similarly, Players who are attending summer camps for children are authorized to use Golf Facilities in accordance with this Directive to the extent the summer camp is allowed under a separate directive.

- 3.10.** No caddies, spectators, or persons other than Players unless all requirements for Small Outdoor Gatherings under Directive No. 2020-19e, including as that directive is updated or amended in the future, are met. A Golf Player who is a minor may be accompanied by their parent or legal guardian.
- 3.11.** Golf Players must bring plenty of water to drink as water fountains or drinking stations will be closed.
- 3.12.** Only Golf Players with a previously scheduled tee time may access Facility premises. Tee times must be scheduled 10 minutes or more apart. Groups are required to stay away from the starting tee off area until it is cleared by the group ahead of them. All Players must arrive at Facility premises no more than 30 minutes prior to their scheduled tee time and must leave immediately after completing their round.
- 3.13.** Golf Facilities must provide security or patrolling to ensure golfers' compliance with the requirements of this Directive.
- 3.14.** This Directive cannot anticipate every way to make golf safer for everyone in light of COVID-19. Facilities and Players are encouraged to make their sport safer by adding changes to their practices and procedures that are consistent with the intent of the Stay-Safer-At-Home Order and this Directive. Players and Facilities are also encouraged to implement guidance from athletic associations where applicable (For example, the USGA provides guidance for Players and Facilities here: <https://www.usga.org/content/usga/home-page/course-care/covid-19-resource-center.html>.) Nothing in this section allows a Golf Player or Facility to replace, supplement, or change any restriction in the Stay-Safer-At-Home Order, this Directive, or any local, state, or federal health order or guidance related to COVID-19 with a less restrictive measure. For clarity, all Golf Players and Facilities must strictly implement every measure in this Directive and may only supplement new safety measures to the extent they are more restrictive (i.e., more protective of public health) than any local, state, or federal health order or guidance related to COVID-19.

4. Section 4 – Requirements Specific to Tennis and Pickleball Players and Facilities:

- 4.1.** Tennis and Pickleball Players must practice – and Facilities with onsite personnel must enforce – all social distancing requirements in accordance with the Stay-Safer-At-Home Order and applicable directives, all Face Covering requirements as set forth in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to those orders or directives. Players from different Households should maintain at least six feet of distance



City and County of San Francisco

Department of Public Health Health Officer Directive

between each other to the greatest extent possible, and it is strongly recommended that they maintain that distance at all times.

- 4.2.** Tennis and Pickleball Players may only use outdoor courts. Facilities must conduct all business and transactions involving Players and members of the public in outdoor spaces in accordance with the Stay-Safer-At-Home Order.
- 4.3.** Singles tennis or pickleball may be played between members of different Households while maintaining Social Distancing Requirements at all times. Doubles tennis or pickleball may be played between members of up to four different Households with all players maintaining Social Distancing Requirements at all times.
- 4.4.** Tennis and Pickleball Players must bring plenty of water to drink as water fountains or drinking stations must be closed.
- 4.5.** No equipment may be shared between players outside of their Household, including balls and rackets. Tennis and Pickleball Players should avoid switching sides of the court during play. Players switching sides of the court must maintain social distancing at all times.
- 4.6.** Tournament style events or competitions are prohibited to the extent they require, encourage or result in groups of Tennis Players from different Households arriving and congregating at the Facility at the same time. For example, a tournament that requires Tennis Players to wait at the Facility to play in multiple matches on a single day is prohibited. But a tournament that staggers match start times to ensure Tennis Players and Personnel do not gather, mingle or congregate before or after matches and that otherwise complies with this Directive and all applicable State and local health orders is allowed. Spectators are prohibited at any tournament. Professional tournaments without spectators may be allowed with prior approval of the Health Officer. Group instruction or clinics are permitted to the extent they operate as Outdoor Fitness Classes under Section 9 of Appendix C-1 to the Stay-Safer-At-Home Order. Similarly, Players who are attending summer camps for children are authorized to use Tennis or Pickleball Facilities in accordance with this Directive to the extent the summer camp is allowed under a separate directive.
- 4.7.** Spectating or gathering is prohibited unless conducted in compliance with all Small Outdoor Gathering requirements under Health Officer Directive 2020-19, including as that directive is updated or amended in the future. A Tennis or Pickleball Player who is a minor may be accompanied by their parent or legal guardian.
- 4.8.** Rental of equipment is not permitted at this time unless otherwise expressly allowed for equipment rental as an Additional Business under the Stay-Safer-At-Home Order and subject to all applicable requirements for sanitization between uses.
- 4.9.** Each Tennis and Pickleball Player must mark their balls with clear and unique markings. Accordingly, Players must use at least six balls (two cans) rather than three balls (one can).
- 4.10.** Tennis and Pickleball Players will only serve and touch their own marked tennis balls. When another Player's ball needs to be returned to them, the Player must roll or hit the ball with a racket back to the other Player, without touching the ball in any way.
- 4.11.** Tennis and Pickleball Players at private Facilities must have a reservation to play before arriving at Facility premises. Players must arrive no more than 10 minutes before the time



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expected to play and leave the facility immediately after play. No extra-curricular or social activity may take place.

- 4.12.** Where possible, designated paths of travel within Facility premises must be clearly marked.
- 4.13.** All court gates and entrances to Facility premises must be roped off (when closed) or left open (during hours of court operation) to prevent touching.
- 4.14.** All furniture in the Facility premises, such as benches and tables, must either (1) be conspicuously marked with an easily readable posting informing people that the furniture is a high touch surface and reminding people to follow all social distancing, masking, and sanitation requirements when using the furniture or (2) be made inaccessible by, for instance, being removed, covered, taped, or roped off to prevent congregating and touching. All water dispensers or water fountains must be made inaccessible by, for instance, being covered, taped, or roped off to prevent touching. Public Facilities are required to implement this section to the maximum extent feasible.
- 4.15.** Use of tennis ball machines is permitted at this time if high touch surfaces on tennis ball machines are cleaned and disinfected before and after each use.
- 4.16.** This Directive cannot anticipate every way to make tennis and pickleball safer for everyone. Tennis Facilities and Players are encouraged to make their sport safer by adding changes to their practices and procedures that are consistent with the intent of the Stay-Safer-At-Home Order and this Directive. Players and Facilities are also encouraged to implement guidance from athletic associations where applicable (For example, the USTA provides guidance for Players and Facilities here: <https://www.usta.com/en/home/usta-covid-19-updates.html>.) Nothing in this paragraph allows a Player or Facility to replace, supplement, or change any restriction in the Stay-Safe-At-Home Order, this Directive, or any local, state, or federal health order or guidance related to COVID-19 with a less restrictive measure. For clarity, all Players and Facilities must strictly implement every measure in this Directive and may only supplement new safety measures to the extent they are more restrictive (i.e., more protective of public health) than any local, state, or federal health order or guidance related to COVID-19.



Health Officer Directive No. 2020-15e (Exhibit B)
Health and Safety Plan (issued 3/2/2021)

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

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

Business/Entity name:

Contact name:

Facility Address:

Contact telephone:

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

For All Facilities

- Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-15e, available at www.sfdph.org/directives.
- Shut down clubhouses, restaurants, bars, dining areas, seating or lounge areas, common areas not required to reach outdoor facilities, fitness facilities, shower facilities, locker areas, and retail space.
- Make sure players do not share equipment with anyone outside of their Household. No equipment rental is permitted unless the Facility meets all the requirements for equipment rental under the Stay-Safer-At-Home Order.
- Conduct all interactions with Players or other members of the public in outdoor spaces.
- Where possible, clearly mark designated paths of travel within the facility to help everyone maintain social distance.
- Require Players to bring plenty of their own water because fountains and drinking stations will be closed.
- No spectators or persons other than Players unless spectators strictly follow rules for Outdoor Gatherings. Players who are minors may be accompanied by their parent or legal guardian.

For Golf Facilities

- If restrooms are available on the course, prohibit Players and members of the public from using any other restroom facilities such as those located in the clubhouse.
- A maximum of four Players from different Households may share a tee time but, unless they are all part of the same Household, may not share the same golf cart or any other equipment and should maintain at least six feet of physical distance from each other at all times.

Health Officer Directive No. 2020-15e (Exhibit B)
Health and Safety Plan (issued 3/2/2021)

- Limit golf carts to one rider and one bag. Sanitize motorized carts and hand carts after each use.
- Remove or make inaccessible high touch surfaces including: water stations, hand towels, ball washers, bunker rakes, scorecards and pencils.
- Take steps to seal off or otherwise remove cups to prevent Players from reaching into cups to retrieve balls.
- Only allow golf Players with previously scheduled tee times to access the premises.
- Schedule tee times 10 minutes or more apart.
- Keep groups away from the starting tee off area until the group ahead is clear.
- Require Players to arrive at the facility no more than 30 minutes before their tee time and leave immediately after finishing their round.
- Provide security or patrolling to make sure golfers are complying.

For Tennis Facilities

- Allow tennis and pickleball to be played on outdoor courts only.
- No more than two Households may play single tennis or singles pickleball together at any one time. Members of no more than four Households may play doubles tennis or pickleball and should maintain six feet of physical distance at all times.
- Encourage Players to avoid switching sides of the court during play and maintain social distancing if they do switch sides.
- Require all Players to mark their balls with clear and unique markings and use at least six balls (two cans).
- Make sure Players touch only their own marked balls. Make sure Players return a ball to another player by rolling or hitting the ball with a racket back to the other Player without touching the ball at all.
- Allow Players on private Facility premises only if they have a reservation to play. Require all Players to arrive no earlier than 10 minutes before their scheduled court time. Require all Players to leave the Facility immediately after the end of their play.
- Keep court gates open at all times during hours of operation. Keep as many other gates and doors as feasible open during hours of operation.
- Either mark all high touch furniture such as benches and tables with posters informing people about high-touch surfaces or remove or make inaccessible high-touch furniture.



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-5c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR RESTAURANTS AND OTHER FACILITIES THAT PREPARE AND
SERVE FOOD FOR DELIVERY OR CARRY OUT**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that certain Essential Businesses providing goods and services described below must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4.e and 11 of Health Officer Order No. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to that order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2020-5c

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

- 1. This Directive applies to all owners, operators, managers, or supervisors of any Essential Businesses that provide services or perform work as described in subsection 8.a.xvi of the Stay-Safer-At-Home Order where the services include preparing, serving, providing for pick-up, or delivering prepared food (“Food Preparation, Delivery, or Take Out Businesses”). For clarity, Food Preparation, Delivery, or Take Out Businesses include, without limitation, restaurants preparing food for delivery and takeaway, as well as food delivery services such as services that the public accesses via telephone, online, or via an app that deliver prepared food directly to residences or businesses.**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to all Food Preparation, Delivery, or Take Out Businesses (the “Best Practices”). Each Food Preparation, Delivery, or Take Out Business must comply with all requirements listed in the Best Practices.**
- 3. Before engaging in any activity under this Directive, each Food Preparation, Delivery, or Take Out Business must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Additional guidance from the Department of Public Health related to Food Preparation, Delivery, or Take Out Businesses is available at <http://www.sfdph.org/directives>.**
- 5. If an aspect, service, or operation of a Food Preparation, Delivery, or Take Out Business is also covered by another Health Officer directive (all of which are available at <http://www.sfdph.org/directives>), including Health Officer Directive 2020-16 for Dining, then the Food Preparation, Delivery, or Take Out Business must comply with all applicable directives and any amendments to those directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Food Preparation, Delivery, or Take Out Business 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 Food Preparation, Delivery, or Take Out Business 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 Food Preparation, Delivery, or Take Out Business subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Food Preparation, Delivery, or Take Out Business is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to**



Health Officer Directive No. 2020-5c

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 Food Preparation, Delivery, or Take Out Business, any such Food Preparation, Delivery, or Take Out Business is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.

8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Food Preparation, Delivery, or Take Out Business: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are allowed to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Food Preparation, Delivery or Take Out Business. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Food Preparation, Delivery, or Take Out Business must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (<https://www.sfdph.org/directives>) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Food Preparation, Delivery, or Take Out Business under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The covered Food Preparation, Delivery, or Take Out Businesses 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.
11. Food Preparation, Delivery, or Take Out Businesses must allow City representatives immediate full access to the entire premises, including any kitchen, to inspect for compliance, including surprise inspections.
12. Food Preparation, Delivery, or Take Out Businesses that fail to comply with this Directive, including, but not limited to, preventing large social gatherings create public nuisances and a menace to public health. Accordingly, Food Preparation, Delivery, or Take Out Businesses must not permit or allow such gatherings, whether on public or private property. Any Food Preparation, Delivery, or Take Out Business that permits or allows such gatherings is injurious to public health within the meaning of Business & Professions Code section 25601 and is subject to reporting to the California Department of Alcoholic Beverage Control. Customers 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.



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-5c

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

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

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

Date: March 2, 2021



**Exhibit A to Health Officer Directive No. 2020-5c (issued 3/2/2021)
Best Practices for Food Preparation, Delivery, or Take Out Businesses**

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07t (the “Social Distancing Protocol”), each Food Preparation, Delivery, or Take Out Business that operates in San Francisco must comply with each requirement for Food Preparation, Delivery, or Take Out Businesses listed in Health Officer Directive 2020-5c, each requirement included in these Best Practices, and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

1. General Requirements for all Food Preparation, Delivery, or Take Out Businesses:

- 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 customers and Personnel comply with the Social Distancing and Health Protocol. At a minimum, each Food Preparation, Delivery, or Take Out Business must:
 - 1.2.1.*** Require all Personnel to use Face Coverings as required under Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”), wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
 - 1.2.2.*** Establish designated areas/lines with markings on the ground to indicate minimum six-foot distancing for customers, including directional paths of travel where feasible. This requirement includes marking lines for check-stands and restrooms, and customers in various service settings, if applicable (e.g. ordering food, take out, and waiting to be seated).
 - 1.2.3.*** Customers must form lines outside while waiting.
 - 1.2.4.*** Provide hand sanitizer effective against COVID-19 at entrances and points of purchase for all customers 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 customers and certain Personnel who are on-site at the business’s location. But for Personnel who shop, deliver, or drive in relation to their work, the Food Preparation, Delivery or Take Out Business must provide hand sanitizer effective against COVID-19 at all times; for any period during which the Food Preparation, Delivery or Take Out Business does not provide sanitizer to such shopping, delivery, or driving Personnel, the Food Preparation, Delivery or Take Out Business may not offer that aspect of its service.
- 1.3.*** Provide for contactless payment systems or, if not feasible, sanitize payment systems, including touch screens, payment portals, pens, and styluses, after each customer use. Customers may pay with cash but to further limit person-to-person contact, Personnel should encourage customers to use credit, debit, or gift cards for payment.



City and County of San Francisco

Department of Public Health Health Officer Directive

- 1.4.** When possible, provide a barrier between the customer and the cashier such as a plexiglass temporary barrier. When not possible, create sufficient space to enable the customer to stand more than six feet away from the cashier while items are being scanned/tallied and bagged.
- 1.5.** Instruct all Personnel and customers to maintain at least six-foot distance from others except when momentarily necessary to facilitate or accept payment and hand off items or deliver goods.
- 1.6.** Provide disinfectant and related supplies to Personnel and require Personnel to sanitize all high-touch surfaces, including but not limited to: shopping carts and baskets; 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.
- 1.7.** 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.
- 1.8.** If the Food Preparation, Delivery, or Take Out Business provides shopping carts or baskets, assign Personnel to disinfect shopping carts and baskets after each use and take steps to prevent anyone from grabbing used carts and baskets before disinfection. Provide disinfecting wipes that are effective against COVID-19 near shopping carts and shopping baskets.
- 1.9.** Establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location by Personnel including, but not limited to, before closing for the day and opening in the morning.
- 1.10.** Prevent customers from touching or handling items without purchase of the item being handled. Customers should be encouraged through posted signs to select items only via visual examination.
- 1.11.** Except for reusable bags, prohibit customers from using their own mugs, cups, or other similar re-fillable food containers brought from home. Customers are permitted to use push carts to help them carry or transport items as well as wheelchairs, canes, or other mobility assistance devices.
- 1.12.** To protect Personnel and customers, Food Preparation, Delivery, and Take Out Businesses are strongly encouraged to not allow customers inside their facilities. If this is not feasible, Food Preparation, Delivery, and Take Out Businesses must limit the number of customers in the facility or location at any one time to the lesser of: 20% of the maximum occupancy, or a number that allows for customers and Personnel to easily maintain at least six feet distance from one another at all times. The maximum occupancy does not include Personnel.
- 1.13.** As soon as possible, but no later than 9:00 a.m. on December 17, 2020, develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the allowed maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each



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

- 1.14.** Each Food Preparation, Delivery or Take Out Business must post signage required by sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order.
- 1.15.** Each Food Preparation, Delivery or Take Out Business must comply with the ventilation requirements of section 4.i of the Stay-Safer-At-Home Order.
- 1.16.** 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 facility), or using the restroom, when changing tasks, and, when possible, frequently during each shift. Personnel that work off-site, such as driving or delivering goods, must be required to use hand sanitizer throughout their shift.

Additional Requirements Specific to Certain Types of Services

2. *Food Preparation* (applies only to Food Preparation, Delivery, or Take Out Businesses that prepare foods):

- 2.1.** All food must be prepared at a food facility that is permitted and inspected by the San Francisco Department of Public Health, or if not by the San Francisco Department of Public Health, then by either the California Department of Public Health or another jurisdiction’s local Environmental Health department pursuant to California Retail Food Code requirements.
- 2.2.** Provide gloves for all Personnel handling food. Provide training for Personnel on glove use, including how to properly put on (after handwashing) and take off gloves and when to replace gloves when they are soiled or damaged. Single use gloves should be used for only one task and should be discarded when damaged or soiled or when food handling is interrupted. All existing industry rules and regulations regarding use of gloves must also be followed.
- 2.3.** All to-go items must be packaged and bagged, including utensils, napkins, and condiments to ensure that delivery Personnel and customers do not need to touch any additional items at the restaurant.

3. *Section 3 – Food Delivery* (applies only to Food Preparation, Delivery, or Take Out Businesses that deliver food, employ or utilize Personnel to deliver food, or provide food for delivery):

- 3.1.** Ensure that delivery Personnel use refrigerated transport, portable coolers, or insulated delivery bags to transport perishable food from restaurants to customers. Perishable food must be delivered according to the following temperatures:
 - a) Cold foods are maintained at 41°F or below,
 - b) Frozen foods are maintained in a solid state, and
 - c) Hot foods are maintained at 135°F or above.
- 3.2.** If refrigerated transport, portable coolers, or insulated bags are available, ensure that perishable food is labeled “Process Immediately” and must not be out of temperature



controls for more than 30 minutes during transportation to prevent foodborne illness. (Whole produce, canned goods, dry foods and other non-perishable products can be delivered anytime without requirement for temperature controls or delivery times.)

- 3.3. Ensure that all food remains in its original packaging at all times to prevent tampering or contamination.
- 3.4. Provide disinfectant and related supplies to all drivers and delivery Personnel to enable them to sanitize high-touch surfaces in vehicles or on other transportation equipment as well as any inventory-tracking or delivery-tracking equipment or devices which require handling throughout a work shift.
- 3.5. Ensure that vehicle interiors, other transportation equipment, and all shared devices or equipment are cleaned and/or disinfected by Personnel on frequent schedules, not less than at the beginning and end of each Personnel member's work shift and during the shift.
- 3.6. Ensure that refrigerated transport containers, portable coolers, and insulated delivery bags are cleaned with soap and warm water and disinfectant at the end of each shift.
- 3.7. Direct all delivery Personnel to avoid touching unsanitized areas that may be frequently touched, such as doorbells, buzzers, and door handles, unless protective equipment such as gloves (provided by the delivery business that employs or assigns the delivery Personnel) are used and discarded after each use or hand sanitizer is used after each delivery.
- 3.8. Delivery Personnel must wash their hands at the pickup sites, when possible. Instruct all delivery Personnel to use hand sanitizer (provided by the delivery business that employs or assigns the delivery Personnel) between deliveries, before picking up food or items (if handwashing is not available), and after dropping off food or items to a customer.
- 3.9. Allow customers to provide a specified delivery location and contact method to allow for delivery without direct interaction, except as necessary to accept payment. When possible, provide options to accept payment through contactless technologies, in advance via phone, an app, or the internet, or verbally (such as reading a credit card number and required information).
- 3.10. When necessary for the delivery business' payment or delivery-confirmation processes, modify or eliminate (if possible) customer signature-capture procedures so Personnel may maintain a safe, appropriate distance and/or avoid sharing of signing equipment such as pen or stylus and avoid shared handling of devices or equipment. If not feasible, sanitize such equipment or devices before and after each use in order to protect each customer.
- 3.11. Instruct delivery Personnel to wait outside a restaurant or food preparation facility if food is not ready for pick-up upon arrival and to maintain social distancing while waiting outside
- 3.12. Both the restaurant/food seller and the delivery business must permit delivery Personnel to use the restaurant's restroom to wash hands.



4. Food Takeout/Carryout (applies only to Food Preparation, Delivery, or Take Out Businesses that provide food for takeout or carryout):

- 4.1. Encourage customers to place orders and make payment in advance by phone or online.
- 4.2. Food Preparation, Delivery or Take Out Businesses must ensure that customers do not eat or drink on the premises while waiting for their food or order.
- 4.3. Establish a mechanism for contactless pickup if possible—e.g., putting clearly labeled packages on a table for customers to pick up when they reach the head of the line. But also ensure that food is protected from possible contamination and improper temperature exposure.
- 4.4. Designate parking spots or loading zones for curbside pick-up, whenever possible.
- 4.5. Direct customers to wait for food outside, and to maintain social distance.
- 4.6. Close areas where customers may congregate, serve themselves, or touch food or other items that other customers may use. Provide these items to customers individually. These requirements include but are not limited to:
 - 4.6.1. Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
 - 4.6.2. Self-service machines including ice, soda, frozen yogurt dispensers, etc.
 - 4.6.3. Self-service food areas such as buffets, salsa bars, salad bars, etc.
- 4.7. Any sales of take-out alcoholic beverages must comply with the State Department of Alcoholic Beverage Control regulations, including any Notices of Regulatory Relief, which are available at: <https://www.abc.ca.gov/law-and-policy/coronavirus19/>

5. Operational Requirements for All Food Preparation, Take Out and Delivery Businesses.

- 5.1. If all or part of Food Preparation, Take Out and Delivery Business 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>.
- 5.2. All Food Preparation, Take Out and Delivery Businesses must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>.
- 5.3. 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.
- 5.4. Each Food Preparation, Take Out and Delivery Businesses must designate a Worksite Safety Monitor. The Worksite Safety Monitor shall be responsible for compliance with this Directive, but does not need to be on-site at all times.



Health Officer Directive No. 2020-5c (Exhibit B)
Health and Safety Plan (issued 3/2/2021)

Each Food Preparation, Delivery, or Take Out Business must complete, post onsite, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

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

General Requirements for all Food Preparation, Delivery, or Take Out Businesses

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-5, available at: <http://www.sfdph.org/directives>.
- 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.
- Designated areas/markings indicate 6-foot distancing for patrons in various settings (e.g. waiting to order, waiting for restroom, ordering take-out).
- Provided hand sanitizer (using touchless dispensers when possible) at key entrances, point of sale, and other high contact areas.
- Provided hand sanitizer to Personnel who shop, deliver, or drive for the business.
- Provided for contactless payment, if feasible.
- Created a barrier between customer and cashier, and/or ensured that customers can maintain social distance from Personnel.
- Posted signage informing employees on how to get vaccinated.

Food Preparation

- Obtained, and maintained as current, all necessary permits to prepare food.
- Provided gloves and training to Personnel on use of gloves.
- To-go items are packaged and bagged to ensure that delivery Personnel and customers do not need to touch additional items.

Food Delivery

- Have procedures to maintain perishable foods at appropriate temperatures.
- Have procedures that all food remains in its original packaging at all times.
- Provided disinfectant to drivers and delivery Personnel.

Checklist

- Refrigerated transport carriers and insulated bags are cleaned and disinfected after every use.
- Instructed delivery Personnel to avoid touching high touch items, if possible. Delivery Personnel are instructed to wait outside while waiting for food to be prepared.
- Allowed delivery Personnel to use the restroom to wash hands.

Take Out/Carry Out

- Encourage customers to place orders in advance (by phone or online), and provide for contactless pick up, if possible.
- Designated space for curbside pickup, where possible.
- Closed areas where customers may congregate.

Operational Requirements

- Evaluated and made all feasible upgrades or modifications to the HVAC systems.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.
- Checked for harborage, and pests, and confirmed that pest control measures are functioning.
- Windows or doors are open, if possible, to ventilate areas for Personnel.
- Designated a Worksite Safety Monitor. Individual is familiar with obligations under Health Officer Directive 2020-05, and developed and implemented a plan to ensure compliance.
- 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.



Health Officer Directive No. 2020-5c (Exhibit B)
Health and Safety Plan (issued 3/2/2021)

Additional Measures

Explain:

Click or tap here to enter text.

Self-certification (must be signed by Business 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



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-16f

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

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

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. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, patrons, and the community.



Health Officer Directive No. 2020-16f

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

- 1. This Directive allows Dining Establishments to offer dining services, and attempts to mitigate the risk of community transmission by modifying behaviors consistent with the medical and scientific understanding of the virus. In order to minimize the risk, all protocols in this Directive and Best Practices must be followed. When indoor dining is permitted, it presents a heightened risk of aerosol transmission of the virus because patrons remove their masks to eat and drink, and there is generally less ventilation indoors than outdoors. Accordingly, patrons are encouraged to choose Outdoor Dining or Take-Out options where possible.**
- 2. This Directive is intended to enable safer restaurant-style dining, not large social gatherings or lengthy gatherings where individuals are not wearing Face Coverings. Patrons or other members of the public congregating in or around a Dining Establishment, particularly without following Social Distancing Requirements or wearing Face Coverings are at a heightened risk of community transmission.**
- 3. This Directive applies to all owners, operators, managers, and supervisors of any restaurant, or bar that provides a bona fide meal, as defined below (each a “Dining Establishment”). Each Dining Establishment must have received the necessary permits to serve meals, including any permits necessary to serve food outdoors (e.g. Shared Spaces permit), or catering permits to serve food (e.g. DPH Pop Up permit). Any Dining Establishment that serves alcoholic beverages must also serve a bona fide meal, and comply with all of the following:**
 - a. The sale of alcoholic beverages on site 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.**



Health Officer Directive No. 2020-16f

5. Before engaging in any activity under this Directive, each Dining Establishment must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.
6. Guidance from the Department of Public Health related to Dining is attached to this Directive as Exhibit C, and available at <http://www.sfdph.org/directives>.
7. If an aspect, service, or operation of a Dining Establishment is also covered by another Health Officer directive (all of which are available at <http://www.sfdph.org/directives>), including Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses, then the Dining Establishment must comply with all applicable directives and amendments to those directives, and it must complete all relevant Health and Safety Plan forms.
8. Each Dining Establishment must (a) post its Health and Safety Plan at the entrance or another prominent location of every physical location it operates within the City, (b) provide a copy of the Health and Safety Plan to Personnel, and (c) make the Health and Safety Plan available to members of the public on request. Also, each Dining Establishment must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.
9. Each Dining Establishment subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Dining Establishment is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Dining Establishment, any such Dining Establishment is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
10. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Dining Establishment: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are allowed to sell goods onsite; volunteers; and other individuals who regularly 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.



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- 12. Implementation of this Directive augments—but does not limit—the obligations of each Dining Establishment under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Dining Establishment must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.**
- 13. Dining Establishments must allow City representatives immediate full access to the entire premises, including the kitchen, to inspect for compliance, including surprise inspections.**
- 14. A violation of any condition contained in a permit issued to a Dining Establishment by the Entertainment Commission is a violation of this Directive and the Stay-Safer-at-Home Order, and may be enforced as such.**
- 15. Dining Establishments that fail to comply with this Directive, including, but not limited to, preventing large social gatherings or lengthy gatherings where individuals are not wearing Face Coverings other than when eating or drinking, create public nuisances and a menace to public health. Accordingly, Dining Establishments must not permit or allow such gatherings, whether on public or private property. Any Dining Establishment that permits or allows such gatherings is injurious to public health within the meaning of Business & Professions Code section 25601 and is subject to reporting to the California Department of Alcoholic Beverage Control. Patrons or other members of the public who violate these requirements are subject to citation per Cal. Penal Code section 148(a), S.F. Admin. Code section 7.17, S.F. Police Code section 21, and Cal. Business & Professions Code section 25620.**

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

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-16f (issued 3/2/2021)

Best Practices for Dining Establishments

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07t (the “Social Distancing Protocol”), each Dining Establishment that operates in San Francisco must comply with each requirement included in these Best Practices, and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

These best practices are in addition to the best practice attached to Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses, and any amendments to that directive.

1. Section 1 – General Requirements for all Dining Establishments:

- 1.1.*** Follow all applicable public health orders and directives, including this Directive and any applicable State orders or industry guidance. In the event of any conflict between a State order or guidance and this directive, follow the more restrictive measure.
- 1.2.*** Ensure patrons and Personnel comply with the Social Distancing and Health Protocol. At a minimum, each Dining Establishment must:
 - 1.2.1.*** Require all Personnel to use Face Coverings as required under Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”), wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
 - 1.2.2.*** Advise patrons that they must wear Face Coverings any time they are not actively eating or drinking, including but not limited to: while they are waiting to be seated; while reviewing the menu and ordering; while socializing at a table waiting for their food and drinks to be served or after courses or the meal is complete; and any time they leave the table, such as to use a restroom. Patrons must also wear Face Coverings any time servers, bussers, or other Personnel approach their table. Personnel must not approach a customer’s table until the patron has replaced their Face Covering.
 - 1.2.3.*** As required by the section 3.5 of the Social Distancing Protocol, each Dining Establishment must require patrons to wear a Face Covering, unless they are eating or drinking. This includes taking steps to notify patrons they will not be served if they are in line without a Face Covering and refusing to serve a patron without a Face Covering, as further provided in the Face Covering Order. The business may provide a clean Face Covering to patrons while in line. For clarity, the transaction or service must be aborted if the patron is not wearing a Face Covering. But the business must permit a patron who is excused by the Face Covering Order from wearing a Face Covering to conduct their transaction or obtain service, including by taking steps that can otherwise increase safety for all.
 - 1.2.4.*** Establish designated areas/lines with markings on the ground to indicate minimum six-foot distancing for patrons. This requirement includes marking lines for check-stands and restrooms, and patrons in various service settings, if



applicable (e.g. ordering food, take out, and waiting to be seated). Patrons must form lines outside while waiting for take-out, and waiting to be seated.

- 1.2.5.** Coat and bag checks must be closed.
- 1.2.6.** Create directional paths of travel where feasible (e.g. separate entrance and exit for patrons, lines for restrooms).
- 1.3.** Provide hand sanitizer (using touchless dispensers when possible) at key entrances and contact areas such as reception areas, elevator and escalator landings, and stairway entrances.
- 1.4.** In addition to making hand sanitizer available (as required in the Social Distancing Protocol), post signage requiring patrons and Personnel to use hand sanitizer or wash their hands (with soap and water, for at least 20 seconds) before and after using any equipment.
- 1.5.** Any Dining Establishment offering a combination of take out, outdoor dining, and indoor dining (when permitted) should provide clear paths of travel for ingress, and egress, and consider separate entrances for each form of dining. Pursuant to section 1.2.4 all patrons must form lines outside while waiting to be seated.
- 1.6.** Each Dining Establishment must follow all applicable directives (e.g. Food Preparation or Delivery Essential Businesses), and prepare applicable Health and Safety Plans required by those directives. The full list of Health Officer directives is available at <https://www.sfdph.org/directives>.
- 1.7.** Each Dining Establishment must comply with the ventilation requirements of section 4.i of the Stay-Safer-At-Home Order.

2. Section 2 – Patron Screening & Advisories

- 2.1.** Screen all patrons and other visitors on a daily basis using the standard screening questions attached to the Stay-Safer-At-Home Order as Appendix A and Attachment A-2 (the “Screening Handout”). Screening must occur before patrons are seated at the Dining Establishment in order to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout must be provided to anyone on request, although a poster or other large-format version of the Screening Handout may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the Dining Establishment, and should be referred for appropriate support as outlined on the Screening Handout. Dining Establishments can use the guidance available online at <https://www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf> for determining how best to conduct screening. Patrons who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of arriving at the Dining Establishment, or answer “yes” to any screening question must cancel or reschedule their reservation. In such cases, patrons must not be charged a cancellation fee or other financial penalty.
- 2.2.** Each Dining Establishment must post signage required by sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order.



- 2.3. In addition, post signage stating the following. Sample signage is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 2.3.1. Post signage informing patrons that they must be seated at tables to consume food or beverages, that they must be at least six feet away from patrons at other tables at all times.
 - 2.3.2. Post signage at tables reminding patrons to wear Face Coverings when ordering and all other times when they are not eating or drinking.
 - 2.3.3. For Dining Establishments offering alcoholic beverage service, post signage informing patrons that they may not drink or carry open containers beyond the premises; and that alcoholic beverages may only be served with a bona fide meal.
 - 2.3.4. Dining Establishments must post signage informing employees how to report COVID-19 health order violations.
 - 2.3.5. As soon as possible, and no later than March 10, 2021, post signage describing the relative risks associated with dining. The signage must:
 - 2.3.5.1. Advise all patrons that dining outdoors is generally safer than dining indoors.
 - 2.3.5.2. Recommend that people at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household not dine in crowded spaces or indoors.
 - 2.3.5.3. Advise outdoor dining patrons that seating arrangements with at least six feet distance between seated patrons is generally safer than seating arrangements using a barrier with less than six feet distance.
 - 2.3.6. Post signage providing employees with information about how they can get vaccinated.

3. Section 3 – Dining Service Requirements

- 3.1. 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.
- 3.2. 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.
- 3.3. Each patron at a table must order a bona fide meal to receive alcoholic beverage service.
- 3.4. Encourage reservations to prevent crowds from gathering. Timing of reservations must allow sufficient time to disinfect customer seating areas.
 - 3.4.1. Reservations may be offered with common seating times. Reservations must be consistent with the limits for outdoor dining (six people from up to three



households), and indoor dining (four people from one household) stated in sections 4 and 5, below.

- 3.4.2.** Partial or full “buyouts” by patrons of Dining Establishments are not allowed at this time. Reservations for more than one table cannot be accepted. Dining Establishments may not host gatherings or events such as birthday parties, receptions, or meetings, where attendees at the event occupy more than one table, even where attendees reserve tables separately.
- 3.5.** Limit cross-contamination and touching of common items. At a minimum, Dining Establishments must:
- 3.5.1.** 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.
- 3.5.2.** 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.
- 3.5.3.** 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.
- 3.5.4.** 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.
- 3.5.5.** 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.
- 3.5.6.** Cleaned flatware, stemware, dishware, etc., must be properly stowed away from patrons and Personnel until ready to use.
- 3.5.7.** 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.
- 3.5.8.** 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.



- 3.5.9. Provide leftover containers only upon request. Personnel should not fill the leftover container. Each party should fill its own leftover containers.
- 3.5.10. Servers who both serve food and clear dishes must wash their hands in between these two tasks.
- 3.5.11. Discontinue use of shared entertainment items, such as board games, pool tables, and arcade games.
- 3.6. 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:
 - 3.6.1. Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
 - 3.6.2. Self-service machines including ice, soda, frozen yogurt dispensers, etc.
 - 3.6.3. Self-service food areas such as buffets, salsa bars, salad bars, etc.
 - 3.6.4. After-meal mints, candies, snacks, or toothpicks for patrons.
- 3.7. Discontinue tableside food preparation and presentation, such as food item selection carts and conveyor belts, condiment or food preparation, etc.
- 3.8. 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.
- 3.9. 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. Up to six individuals from three Households may be seated together for outdoor dining. People in the same party seated at the same table do not have to be six feet apart.
 - 4.3. 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).
 - 4.4. Outdoor service tables must be spaced far enough apart to ensure that patrons are at least six feet apart from other patrons seated at different service tables, provided that outdoor dining establishments that were open before December 6, 2020 (i.e., when SF suspended outdoor dining) and placed outdoor barriers between tables in lieu of six-foot minimum distancing (in accordance with applicable permits and approvals), may continue to use barriers in lieu of six foot distancing. Any use of impermeable barriers, or area



umbrellas, canopies, and other shade structures must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.

- 4.5. 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.
- 4.6. 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. Up to four individuals from one Household may be seated together for indoor dining. People in the same party seated at the same table do not have to be six feet apart.
- 5.3. 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.
- 5.4. Dining Establishments must post the calculated occupancy limit at the entrance of the building.
- 5.5. 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.
- 5.6. 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.
- 5.7. No entertainment is permitted at this time. This includes live entertainment, and entertainment on screens (e.g. TVs and movie screenings).
- 5.8. 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.



- 5.9. Unless City zoning or other laws require an earlier closing, all indoor service of food and beverages must end at 10:00 p.m. Dining Establishments that cease indoor food service at 10 p.m. may allow patrons to finish their meals for an additional 30 mins. All indoor Dining Establishments must close to the public by 10:30 p.m. and remain closed for indoor dining until 5:00 a.m. Subject to local zoning or other approvals, Outdoor dining may continue after 10:00 p.m., and take-out and delivery are permitted after 10:00 p.m. consistent with Health Officer Directive No. 2020-05, and any amendments to that directive.

6. Section 6 – Cleaning and Disinfecting Requirements for All Dining Establishments

- 6.1. Thoroughly disinfect each patron seating location before opening each day and after every use, including tables, chairs, booster seats, highchairs, booths, and the sides of such surfaces. Disinfection must allow adequate time to follow product instructions. Many EPA approved disinfectants require a minimum contact time against the human coronavirus, and the disinfectant must be left on the surface for this amount of time before being wiped off.
- 6.2. Disinfect highly touched surfaces (e.g. doors, handles, faucets, tables, etc.), and high traffic areas (e.g. waiting areas, hallways, bathrooms) at least once per hour.
- 6.3. Frequently disinfect bathrooms, at least every four hours. Create and use a daily checklist to document each time disinfection of bathrooms occurs. Conspicuously post the checklist inside each bathroom clearly detailing the dates and times the room was last cleaned, disinfected, or restocked. External doors and windows should be left open whenever possible to increase ventilation.
- 6.4. If necessary, modify operating hours to ensure time for regular and thorough sanitization.
- 6.5. Servers, bussers, and other Personnel moving items used by patrons, dirty linens, or handling trash bags must wash hands after handling those items, or use disposable gloves (and wash hands before putting them on and after removing them) and change aprons frequently.
- 6.6. Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized. Use disposable items if proper cleaning of reusable items is infeasible.

7. Section 7 – Operational Requirements for All Dining Establishments

- 7.1. If all or part of Dining Establishment has been vacant or dormant for an extended period, check for pest infestation or harborage, and make sure all pest control measures are functioning. Ensure that plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems at <https://sfwater.org/index.aspx?page=1327>.
- 7.2. All Dining Establishments must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at: <https://www.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. The Worksite Safety Monitor shall be responsible for compliance with this Directive, but does not need to be on-site at all times.
 - 7.4.1. The Worksite Safety Monitor must provide Personnel with information on the importance of screening, the availability of testing resources, and the appropriate types of Personal Protective Equipment for Personnel. These topics are addressed in guidance applicable to Dining Establishments (attached as Exhibit C). Dining Establishments must require Personnel to screen before coming to work, and provide information regarding the availability of testing. If any Personnel tests positive for COVID-19, that individual or supervisor should report the result immediately to the Worksite Safety Monitor. The Worksite Safety Monitor must be ready to assist DPH with any contact tracing or case investigation efforts.
 - 7.4.2. As soon as possible, but no later than 5:00 p.m. on February 4, 2021, the Worksite Safety Monitor must develop and implement a plan to ensure that all patrons and Personnel comply with all aspects of this Directive, including the social distancing, and face covering requirements. For example, the plan may involve designating a staff member for each shift to monitor for improper crowding or gathering.
- 7.5. Provide training to Personnel on proper ways to wear Face Coverings, how to implement the Social Distancing and Health Protocol, how to monitor the number of patrons in the store or in line, and cleaning and disinfection.
- 7.6. For Personnel who are at increased risk of severe disease if they get COVID-19 (www.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.

Health Officer Directive No. 2020-16f (Exhibit B) Health and Safety Plan (issued 3/2/2021)

Each Dining Establishment must complete, post onsite, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

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

General Requirements for all Dining Establishments

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-16, available at: <http://www.sfdph.org/directives>.
- Has Health and Safety Plan for Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses, available at <http://www.sfdph.org/directives>, if applicable.
- Has necessary permits for outdoor service and placement of tables.
- Developed a plan to ensure Personnel and patrons comply with social distancing requirements.
- All Personnel required to use Face Coverings, wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
- Patrons are advised they must wear Face Coverings any time they are not eating or drinking and when personnel approach their table.
- Closed coat and bag check.
- Designated areas/markings indicate 6-foot distancing for patrons in various settings (e.g. waiting to order, waiting for restroom, ordering take-out, or waiting to be seated).
- Provided hand sanitizer (using touchless dispensers when possible) at key entrances, point of sale, and other high contact areas.

Patron Screening & Advisories

- Have procedures to screen all visitors before seating patrons.
- Posted the Dining Establishment's occupancy limit at the entrance of the building.
- Posted at the entrance of the building, which DPH recommended ventilation requirements (if any) have been implemented.
- Posted signage at primary public entrances reminding people to adhere to physical distancing, hygiene, and Face Covering Requirements and to stay at home when they feel ill.
- Posted signage at primary public entrance stating that (1) COVID-19 is transmitted through the air and the risk is much higher indoors and (2) unvaccinated older adults and unvaccinated individuals with health risks should avoid indoor settings with crowd.
- Posted signage reminding patrons and Personnel that SARs-CoV-2 can be spread by individuals who do not feel sick or show outward symptoms of infection.

Checklist

- Posted signage informing patrons that they must be seated at tables to consume food or beverages, and to maintain social distance at all times.
- Posted signage at tables reminding patrons to wear Face Coverings when ordering and at all other times when they are not eating or drinking.
- Posted signage informing patrons that they may not drink or carry open containers of alcoholic beverages beyond the premises; and that alcoholic beverages will only be served with a bona fide meal.
- Posted signage informing employees of how to report COVID-19 health order violations.
- Posted signage informing employees on how to get vaccinated.
- Posted signage describing risks associated with dining.

Dining Service Requirements

- Service tables for outdoor dining are limited to six customers from no more than three households.
- Each reservation for outdoor dining is limited to six customers from no more than three households.
- Service tables for indoor dining are limited to four customers from one household.
- Each reservation for indoor dining is limited to four customers from one 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.

Checklist

Outdoor Dining Requirements

- Service tables are placed to ensure that patrons are at least six feet apart.
- Patrons are advised that they may enter the establishment only for limited reasons.
- No entertainment involving singing, playing wind or brass instruments, etc. that increases the risk of aerosol transmission of COVID-19.
- Outdoor shelters allow for the free flow of air in the breathing zone.

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 from 10:00 p.m. to 5:00 a.m. Indoor dining space is closed to the public at 10:30 p.m., other than as may be allowed for take-out or delivery.

Cleaning and Disinfecting Requirements

- Disinfect each customer dining location before opening each day and after every use, including tables, chairs, booster seats, highchairs, booths, etc.
- Disinfect highly touched surfaces (e.g. doors, handles, faucets, tables, etc.), and high traffic areas (e.g. waiting areas, hallways, bathrooms) at least once per hour
- Frequently disinfect bathrooms, at least every 4 hours. Cleaning log conspicuously posted in bathroom.
- Reusable customer items (e.g., utensils, food ware, breadbaskets, etc., are properly washed, rinsed, and sanitized) after each use.
- Implemented all sanitization requirements as described in Health Officer Directive No. 2020-16.

Operational Requirements

- Evaluated and made all feasible upgrades or modifications to the HVAC systems.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.



Health Officer Directive No. 2020-16f (Exhibit B)
Health and Safety Plan (issued 3/2/2020)

Checklist

- Checked for harborage, and pests, and confirmed that pest control measures are functioning.
- Windows or doors are open, if possible, to ventilate areas for Personnel.
- Designated a Worksite Safety Monitor. Individual is familiar with obligations under Health Officer Directive No. 2020-16, and has developed and implemented a plan to ensure compliance with Directive 2020-16.
- Ensured daily COVID-19 symptom self-verifications are completed by all Personnel as required by the Social Distancing Protocol.
- Provided training to Personnel on requirements of this directive.
- Considered needs of Personnel who are at increased risk of severe disease if they get COVID-19.
- Considered additional protections for Personnel, including: discouraging Personnel gatherings in break rooms; staggering Personnel breaks to maintain physical distancing protocols; extending start and finish times to reduce the number of Personnel in the kitchen at the same time; creating additional shifts with fewer Personnel to accommodate social distancing.
- Provided dishwashers with equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields, and impermeable aprons.

Additional Measures

Explain:

Click or tap here to enter text.

Dining Establishment Self-certification (must be signed by Dining Establishment Owner or Worksite Safety Monitor):

Initial each line and sign below:

_____ I acknowledge that I have read and fully understand the information above.

_____ The owner/Worksite Safety Monitor will ensure these principles and procedures will be reviewed with all current and future employees.

Print name

Date:

Signature



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

Updated March 2, 2021

ALERT: Remain Cautious

In alignment with the State’s recommendations, San Francisco is reopening at the State’s Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there **remains a risk that people who you come into contact with may have COVID-19**. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that **some of these variants are more likely to cause serious illness and death in unvaccinated people**. The opening of sectors does not necessarily signify that these activities are “safe.”

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don’t live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don’t live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

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

NOTICE: 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>. Guidance in this document may be revised due to changes in the COVID-19 risk level tier for San Francisco as assigned by the California Department of Public Health.

Please see the associated changes in the [Business Capacities and Activities Table \(BCAT\)](#) at the top of this document.

BACKGROUND: With modified operations dining establishments are allowed to open for outdoor dining and indoor dining with modifications. Eating establishments are required to adhere to these guidelines and must monitor and comply with all applicable Health Directives (including Health Officer directive 2020-16, and any amendments), which are posted at <http://www.sfdph.org/directives.must provide guests with a copy of this document>.

See the Indoor Dining Service section for information about seating capacity and the [BCAT](#) for the most current restrictions

Summary of revisions since 1/27/2021

- Refer to the Business Capacities and Activities Table or BCAT ([English](#), [Chinese](#), [Spanish](#), [Tagalog](#), [Vietnamese](#), [Russian](#)) for all current restrictions, limitations and suspensions.
- Includes information about CA Notify and a recommendation to get a COVID-19 vaccination when it becomes available.
- Requires additional signage, including signage describing the relative risks of dining out and with information telling employees who they can get a COVID-19 vaccination.

GENERAL REQUIREMENTS

Definition of Bona Fide Meals

Bona fide meals means a sufficient quantity of food that it would constitute a main course. Dining Establishments should consult guidance from the State Department of Alcoholic Beverage Control on what constitutes a bona fide meal. The guidance can be found at <https://www.abc.ca.gov/what-is-required-to-be-considered-a-meal>. Serving prepackaged food like sandwiches or salads, or simply heating frozen or prepared meals, do not qualify as bona fide meals. The state Department of Alcoholic Beverage Control has stated that it will look at the totality of a licensed business' operations in determining whether it is serving legitimate meals in a bona fide manner or if the food offered is a mere pretext for opening under the state's Blueprint for a Safer Economy. The primary focus of the licensed premises should be on bona fide meal service, with the service of alcoholic beverages only as a secondary service in support of that primary focus

Who May Serve Bona Fide Meals

Bona fide meals may be served by the dining establishment or another person or business operating under an agreement with the dining establishment. The Dining Establishment **must have a valid permit to operate as a food establishment**, along with any other relevant permits normally required.

Alcoholic Beverages

The sale of alcoholic beverages without a bona fide meal is prohibited, and each patron ordering an alcoholic beverage must also order a bona fide meal.

Prepare and Post a Health and Safety Plan and Social Distancing Protocol

Each dining establishment must complete a Health and Safety Plan and post in a public location, and on the dining establishment's website, if applicable. **Compliance with this requirement of the directive is required to maintain your food permit.** The Health and Safety Plan is in a checklist format and serves as a reminder of all the best practices that your business needs to follow including universal requirements such as requiring face coverings, [signage](#), and enforcing six foot distances between people. A Social Distancing [Protocol](#) must also be completed and posted. The template is available at <https://www.sfdph.org/dph/alerts/files/C19-07-Appendix-A.pdf>.

COVID-19 BASICS

People at risk for severe illness with COVID-19, such as unvaccinated [older adults](#) and unvaccinated people with certain **medical conditions**, as well as those **who live with or care** for them are strongly **discouraged** from participating in activities with other people **outside** their **household** where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

How Does Covid-19 Spread?

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

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

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

Basic Covid-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Avoid Close Contact](#). To the greatest extent, maintain six feet of social distancing between yourself and the people who don't live in your household.
- [Wear a Face Covering](#). Cover your mouth and nose with a mask in public settings and when around people who don't live in your household.
- [Routinely clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and **get tested**.

CA Notify - Help Slow the Spread the COVID-19

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

If you are using **CA Notify** and you test positive, your diagnosis will not be shared with others. However, if other people were in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

COVID-19 vaccine is here

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC, and California's own Scientific Safety Review Workgroup have reviewed data from clinical trials to ensure the safety and effectiveness of COVID-19 vaccines. **We strongly encourage all persons to get vaccinated.** The first vaccines approved in the US are about 95% effective in preventing sickness from COVID-19, however we do not know how well they prevent infections that do not cause symptoms. This means that we do not know how common it is for a person who got the vaccine to carry the virus and transmit to others, including [those who have increased risk for severe illness or death](#). Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wear a mask that covers your mouth and nose when outside your home, avoid get-togethers/gatherings, avoid being indoors with people you don't live with, stay at least 6 feet away from others, and wash your hands after touching shared objects or after touching your face. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

If you have received the COVID-19 vaccine, please read more about whether you need to quarantine at: www.sfdcp.org/quarantineaftervaccination

PREPARE

The Role of Ventilation

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

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

Make Necessary Ventilation Improvements, If Feasible, Including:

- Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
 - Do not prop or wedge open fire doors. Continue to follow fire and building safety requirements.
 - If open windows pose a risk of falls for children, use window locks to keep windows from opening more than 4 inches, or other safety devices to prevent falls.

- If your program has an HVAC system (sometimes called mechanical ventilation, forced air, or central air), follow the recommendations in [SFDPH Ventilation Guidance](#). Prioritize maximizing the intake of outdoor air and minimizing recirculated air during the COVID19 pandemic. Recommendations include:
 - Make sure the HVAC system is checked by a professional and is working properly.
 - Open outdoor air dampers and close recirculation dampers (“economizers”). This will maximize the amount of outdoor air that the HVAC system takes in and minimize the amount of indoor air that is recirculated.
 - If you can use higher-efficiency air filters without reducing airflow or damaging your HVAC system, use air filters rated MERV13 or better.
 - Disable “demand-control ventilation controls” so fans keep running even when a room doesn’t need to be heated or cooled.
 - Keep the HVAC system running even when the building is not being used, if you can. If your HVAC system has a timer, set it to run, at a minimum, from 1-2 hours before the building opens until 2-3 hours after everyone has left the building, including custodial staff.
- Consider using portable air cleaners (“HEPA filters”).
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual’s space to another’s space.

Email Ventilation questions to: dph.doc.ventilation@sfdph.org

Train Personnel

Ensure that all personnel are trained on the following protocols:

- Health and Safety Plan, Social Distancing, and Screening Protocols. Share information on [COVID-19, how to prevent it from spreading](#), and which [underlying health conditions](#) may make individuals more susceptible to contracting the virus.
- How to monitor social distancing and offer gentle reminders to patrons to maintain social distance, and wear Face Coverings. Patrons should maintain a distance of six feet if they are not in the same household while waiting in line for pick up, waiting to be seated, or waiting in line for the restrooms. Personnel should remind patrons that dancing, and other congregations, for example, standing and mingling away from their tables, is not permitted.
- Appropriate personal protective equipment, including the proper way to wear face coverings and use protective gloves.
- Cleaning and disinfection techniques, and the importance of disinfecting frequently touched surfaces. See [CDC Guidance on cleaning](#).
- De-escalation with patrons who do not comply with policies and provide resources to personnel to address anxiety, stress, and mental health. Examples of trainings include de-escalation training from the National Restaurant Association. (<https://www.servsafe.com/freecourses>) Recognize the fear in returning to work, communicate transparently, listen, and survey regularly.

- Employer or government-sponsored sick leave and other benefits the personnel may be entitled to receive that would make it financially easier to stay at home (see Paid sick leave in San Francisco). Remember that personnel cannot be fired due to COVID-19 results or needed time off for recovery. To access the links in this Guidance, please view it at www.sfgdp.org/foodfacilities

Coordinate your Efforts

Assign a COVID-19 **Worksite Safety Monitor** who will:

- act as the staff liaison and single point of contact for Personnel at each site for questions or concerns around practices, protocols, or potential exposure.
- serve as a liaison to SFDPH. The liaison should train staff to advise patrons, if necessary, that the dining establishment will refuse service to the customer if they fail to comply with safety requirements.
- ensure patrons' compliance with all aspects of the Health Safety Plan, such as wearing masks, preventing congregations or crowding, and generally maintaining social distance.
- When the designated Site Safety Monitor is not on duty (off work, sick or on vacations), assign another staff member to ensure compliance.

Mandatory Metering System

Ensure maximum Capacity Levels specified in the Business Capacities and Activities Table are not exceeded.

- Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
- Consider designating personnel to monitor store capacity.
- Consider increasing the number of on-premises staff to prevent crowding situations during busy seasons.

Create a Safer Space

You may need to change the physical layout of your business to help social distancing for patrons and personnel. Modifications to consider include creating separate entrances and exits, marking spaces with tape or other decals to indicate six-foot distances, and erecting transparent shields around high patron contact areas such as checkout counters.

- **Redesign layout to allow for proper social distancing.** Space workstations at least six feet apart.
- **Create separate spaces for vendor pickups and/or deliveries, take-out, and dine-in protocols.** To the greatest extent possible, create separate paths for dine-in patrons, for payment and/or pickup if possible. Introduce clear signage for take-out versus dine-in areas. All lines should be formed outside.
- **Create sufficient space** to enable the **customer** to stand at least **six feet away** from the **cashier** while items are being paid for, or provide a physical barrier, for example, Plexiglas large enough to prevent transmission of respiratory droplets between the patron and the cashier.

- **Close areas** where patrons may **congregate, serve themselves, or touch items** that other guests may use. For example, **close salad bars, buffets, condiment caddies, and self-service food dispensers.**
- **Create markings that indicate 6-foot distancing for patrons in various settings** (e.g. waiting to order, waiting for restroom, ordering take-out, or waiting to be seated). **Paths to restroom, 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

Screen Personnel, Encourage Testing and Vaccination

- **Conduct wellness checks for everyone** (employees, vendors, and delivery staff) before they enter the building. Screening instructions for personnel is found at www.sfdcdp.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 sfdcdp.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 sfdcdp.org/screen and sfdcdp.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.
- Post signage informing employees how to report COVID-19 health order violations.
- Post signage providing employees with **information about how they can get a COVID-19 vaccination.**
- Strongly encourage all personnel to get a flu shot.

Require Masks and Other Protective Equipment

Everyone must wear face coverings at all times except when actively eating or drinking. This includes both personnel (vendors, delivery drivers) and patrons.

Servers and other “front-of-house” staff may choose to wear a more protective mask (“respirator”) instead of cloth face covering for increased protection while working indoors – especially if they are at high risk of having severe disease if they get COVID-19 (see www.sfcddcp.org/vulnerable). Check for [NIOSH-approval](https://www.cdc.gov/niosh/qa/n95.html) of N95 Respirators if you are going to buy them. *If you use an N95 Respirator with a valve, you must cover the valve with an additional face covering.*

Consider Other Measures to Protect Personnel

- Limit in-person personnel gatherings (for example, staff meetings) to the greatest extent possible. Consider holding staff meetings virtually.
- Create additional shifts with fewer personnel to accommodate social distancing.
- Personnel should each have their own pen or pencil that is not shared.

SIGNAGE

Dining establishments **must** post signage stating the following. Sample signage will be available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

Several key signage requirements include:

Ventilation Checklist - Review the San Francisco Department of Public Health (SFPDH) Ventilation Guidance <https://www.sfcddcp.org/COVID-ventilation> and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.

- Post signage at public entrances and in all breakrooms indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above
- **Doors and Windows required** to be kept **closed** for **fire/life safety** purposes are **exempt**. For example, **fire doors must remain closed**. Make sure open windows do not create falling hazards especially for children
- If the dining establishment cannot implement any of these three measures due to smoke or other conditions, the establishment must temporarily close until one of the two other ventilation measures are implemented.



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) unvaccinated older adults and unvaccinated individuals with health risks should avoid indoor settings with crowd. 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.

- Posted signage describing risks associated with dining. This includes signage advising patrons dining outdoors is generally safer than dining indoors, recommending unvaccinated older adults and unvaccinated people with chronic conditions or compromised immune system and those who live with them not to dine out at this time, and that outdoor dining is generally safer with an at least six feet distance between seated patrons than closer arrangements using a barrier.
- 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**.
- Sign templates can be found at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

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.sfcddp.org/screeningvisitors>. Facilities must exclude those who answer yes to any of the questions on the above form.
- **Advise Patrons that they must wear face coverings any time they are not eating or drinking**, including but not limited to: While they are waiting to be seated; while reviewing the menu and ordering; while socializing at a table waiting for their food and drinks to be served or after courses or the meal is complete; and any time they leave the table, such as to use a restroom. Patrons must also wear face coverings any time servers, bussers, or other Personnel approach their table. Personnel must not approach a customer's table until the customer has replaced their face covering.

Adapt Reservation and Seating Process

- **Encourage reservations to limit crowds.** Ensure that timing of reservations allows sufficient time for cleaning and disinfection between patrons.
- **Ask Patrons to voluntarily provide a contact name and phone number** for their group for possible contact tracing. Restaurants should keep this information on file for at least 3 weeks. Patrons are not required to provide contact information.

- Dining out with only members of your household helps to reduce your risk. People in the same party seated at the same table do not have to be six feet apart. See the [BCAT](#) for current restrictions.
- **All Patrons must be seated at a table to eat or drink.** Standing between tables or gathering in other areas of the dining establishment is not permitted. Patrons are not allowed to stand, gather, dance, or circulate between tables.
- Patrons may **not** be served food or beverages while waiting to be seated.
- **Plan customer seating arrangements** assigning each customer group to promote distancing.
- Consider having **Patrons seat themselves** by displaying table numbers. Have a greeter behind plexiglass assigning Patrons tables (after verbal screening for COVID-19).
- **Keep Personnel schedule records** in order to facilitate contact tracing.
- **Limit the number of staff serving each party** to reduce possible contacts. Ideally, one person should serve each table.
- **Tableside preparation or presentation of food tableside is prohibited.**

Prevent Cross-Contamination from Touching Common Items

- **Consider having electronic menus and/or electronic ordering** for patrons to view on their mobile devices. Alternately, provide laminated menus that are disinfected after each use.
- **Encourage Patrons to use touchless payment options** and sanitize any pens or other equipment after each use.
- **Discontinue presetting tables with utensils and glassware**, provide utensils in a prewrapped cloth or paper napkin and use disposable napkins or tablecloths where possible.
- **Cleaned flatware, stemware, dishware, etc., is covered** and kept away from Patrons and personnel until ready to use.
- **Disinfect dining location after every use.** This includes tables, chairs, and highchairs/boosters. Follow instructions on disinfectants, inform your guests to allow time to be disinfected
- **Limit the number of passable objects on table** (No card stands, candles, flower vases) and provide condiments such as ketchup, mustard, hot sauce in single servings upon request.
- **Tablecloths must be changed after each use.**
- **Do not provide shared entertainment items** such as board games, pool tables, or arcade games.
- **Provide leftover containers only upon request.** Staff should not fill the leftover container. Each party should fill its own leftover containers. Any Personnel moving items used by patrons, dirty linens, or handling trash bags must wash hands after handling those items or use disposable gloves (and wash hands before putting them on and after removing them), and change aprons frequently.
- **Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized.** Use disposable items if proper cleaning of reusable items is infeasible.

OUTDOOR DINING SERVICE

Promote Outdoor Seating

- **If possible, prioritize outdoor seating areas for your Patrons.** Increasing evidence shows the COVID-19 virus can spread through the air. Fresh air is important, and outdoor settings are safer than indoor ones.
- **Patrons dining outdoors must remain outdoors** and may enter the establishment only to access a bathroom, to access an outdoor space that is only accessible by traveling through the restaurant, or to order or pickup food at an indoor counter.

Create a Safer Space

- **Barriers:** Dining establishments may install impermeable physical barriers between outdoor service tables to further protect Patrons and Personnel. The minimum six-foot distance between seated patrons must be maintained.
 - Outdoor dining establishments that were open before December 6, 2020 (i.e., when SF suspended outdoor dining) and placed outdoor barriers between tables in lieu of the 6-foot minimum distancing (in accordance with applicable permits and approvals), may continue to use barriers in lieu of 6-foot distancing.
- Barriers, area umbrellas, canopies, and other shade structures must allow the free flow of air through the area and must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.
- **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.
 - Permissible live entertainment requires a [JAM permit](#).

INDOOR DINING SERVICE

Reduce Seating Capacity

- **Dining establishments must limit the number of patrons.** Please see the [BCAT](#) for current restrictions.
- **Ensure that seated patrons maintain at least six feet distance from other Patrons seated at different service tables.** Use signage, ropes, removal of chairs, or other means to indicate which tables that are not available for use. For indoor establishments, impermeable barriers are not permitted as a substitute to maintaining six feet distance.
- **For establishments with multiple rooms, limit the capacity as noted in the [BCAT](#).** This capacity limit includes outdoor dining patrons who may need to enter the building to order food or use the restroom, and patrons who may need to enter the building to pick up food or takeout.
- **Post the occupancy limit** at the entrance to the building.

Create a Safer Space

- **Seating arrangements should spread Patrons throughout the available interior space** to allow for maximum distance between Patrons.
- **Discontinue seating patrons in areas where they cannot maintain at least six feet of distance from Personnel work areas**, such as certain checkout counters or food preparation areas.
- **Entertainment is not permitted indoors at this time.** This includes live entertainment or televisions, or other types of screens.
- Service hours for food and beverage are limited by the [Health Directive](#). See the [BCAT](#) for current restrictions.

CLEANING AND DISINFECTATION

What and When to Disinfect

- **Use disinfectants on frequently touched surfaces, but not for food contact surfaces.** For food contact surfaces, continue following state requirements for Cleaning and Sanitizing of Equipment and Utensils (California Health & Safety Code, Part 7 Chap. 5).
- **Disinfect highly touched surfaces once per hour.** Disinfection is most important on frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Keep a bottle of disinfectant and cloth handy near intensely used areas such as payment areas.
- **Disinfect each customer seating location before opening each day and after every use**, including tables, chairs, booster seats, highchairs, booths, and the sides of such surfaces.
- **Frequently disinfect bathrooms, at least every four hours.** Conspicuously post the checklist inside each bathroom clearly detailing the dates and times the room was last cleaned, disinfected, or restocked.

How to Disinfect

- **Read and follow product label instructions for required protective equipment.** Gloves are frequently required to protect the users, long sleeves and eye protection are not uncommon.
- **Clean first, then disinfect.** Disinfectants do not work well on soiled surfaces. See SF DPH Cleaning Guidance.
- **Use the right product.** Choose EPA-registered disinfectants that are approved COVID-19. Find a complete list of approved products at <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>; you may also check the SF Environment website for reduced risk products.
- **If concentrates must be used, follow dilution directions carefully and wear eye protection and gloves.** Follow label directions for products which require dilution. Measure, rather than "eye estimate" both the concentrate and the water; some suppliers have "Metered Dispensing Systems" which automate the measuring process. Don't forget to clearly label all containers with diluted products."

- **Using too much product does not improve its performance and can create hazards for both the user and others who come into contact with treated surfaces.** In the case of chlorine bleach please note that for COVID-19 the CDC specifies a different concentration of bleach (5 Tablespoons per gallon of water or 4 teaspoons per quart of water) than is used for other applications.
- **Don't wipe it off immediately.** EPA approved disinfectants require a minimum contact time to be effective against the human coronavirus, and the disinfectant must be left on the surface for this amount of time before being wiped off.

FAQs

Q. How do I calculate the number of Patrons who can be in my restaurant?

A. Divide the established occupancy limit for the establishment by four. Do the same on a room-by-room basis, if your restaurant has multiple dining rooms. See the [BCAT](#) for current restrictions.

Q: I want to protect my workers as much as possible. What do I need to know about N95 and similar masks?

A: Choose an N95 respirator that is approved by the Center for Disease Control's National Institute of Occupational Safety and Health (NIOSH). Follow manufacturer's instructions. Do not share respirators. If N95 respirators are provided, CalOSHA requirements may apply (see <https://www.dir.ca.gov/Title8/5144d.html>).

Because restaurant patrons will be removing their masks while eating and drinking and indoor interactions are riskier than outdoor interactions, servers and other "front-of-house" staff may choose to wear an N95 respirator instead of cloth face covering for increased protection while working indoors – especially if they are at high risk of having severe disease if they get COVID-19 (see www.sfcddcp.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. Refer to the [BCAT](#) for current restrictions.

Q. Are patrons allowed tabletop/self-cook?

A. No, patrons are not allowed to tabletop/self-cooking to ensure proper ventilation in the dining space. Refer to the [BCAT](#) for current restrictions.

Q. How often should restrooms be disinfected?

A. Restrooms should be disinfected at the beginning of the workday (or done at closing) and should be disinfected every 4 hours.

Q. How often should we clean areas?

A. Disinfect high touch surfaces such as door handles, payment machines, counter tops, toilet seats, and faucets at least once per hour. Post a cleaning log conspicuously in each bathroom.

Resources

Stay informed. Information is changing rapidly. Useful resources can be found at:

- Printable resources such as signage
 - <https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- San Francisco Department of Public Health (SFPDH)
 - <https://www.sfdcp.org/covid19>
- Directive of the Health Officer of the City and County of San Francisco Regarding Best Practices for Dining Establishments.
 - <https://www.sfdph.org/dph/alerts/files/Directive-2020-16-Dining.pdf>
- Apply for a Just Add Music (JAM) permit
 - <https://sf.gov/provide-entertainment-or-amplified-sound-outdoor-space>
- California Blueprint for a Safer Economy issued by the State of California
 - <https://covid19.ca.gov/safer-economy/#reopening-data>
- Centers for Disease Control and Prevention (CDC)
 - List of Guidance documents (searchable)
<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html>
 - Considerations for Restaurant and Bar Operators
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>
 - Guidance for customers on reducing the risk of spreading COVID-19 when dining at a restaurant <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#restaurant>



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-5c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR RESTAURANTS AND OTHER FACILITIES THAT PREPARE AND
SERVE FOOD FOR DELIVERY OR CARRY OUT**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that certain Essential Businesses providing goods and services described below must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4.e and 11 of Health Officer Order No. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to that order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2020-5c

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

- 1. This Directive applies to all owners, operators, managers, or supervisors of any Essential Businesses that provide services or perform work as described in subsection 8.a.xvi of the Stay-Safer-At-Home Order where the services include preparing, serving, providing for pick-up, or delivering prepared food (“Food Preparation, Delivery, or Take Out Businesses”). For clarity, Food Preparation, Delivery, or Take Out Businesses include, without limitation, restaurants preparing food for delivery and takeaway, as well as food delivery services such as services that the public accesses via telephone, online, or via an app that deliver prepared food directly to residences or businesses.**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to all Food Preparation, Delivery, or Take Out Businesses (the “Best Practices”). Each Food Preparation, Delivery, or Take Out Business must comply with all requirements listed in the Best Practices.**
- 3. Before engaging in any activity under this Directive, each Food Preparation, Delivery, or Take Out Business must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Additional guidance from the Department of Public Health related to Food Preparation, Delivery, or Take Out Businesses is available at <http://www.sfdph.org/directives>.**
- 5. If an aspect, service, or operation of a Food Preparation, Delivery, or Take Out Business is also covered by another Health Officer directive (all of which are available at <http://www.sfdph.org/directives>), including Health Officer Directive 2020-16 for Dining, then the Food Preparation, Delivery, or Take Out Business must comply with all applicable directives and any amendments to those directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Food Preparation, Delivery, or Take Out Business 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 Food Preparation, Delivery, or Take Out Business 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 Food Preparation, Delivery, or Take Out Business subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Food Preparation, Delivery, or Take Out Business is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to**



Health Officer Directive No. 2020-5c

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 Food Preparation, Delivery, or Take Out Business, any such Food Preparation, Delivery, or Take Out Business is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.

8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Food Preparation, Delivery, or Take Out Business: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are allowed to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Food Preparation, Delivery or Take Out Business. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Food Preparation, Delivery, or Take Out Business must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (<https://www.sfdph.org/directives>) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Food Preparation, Delivery, or Take Out Business under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The covered Food Preparation, Delivery, or Take Out Businesses 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.
11. Food Preparation, Delivery, or Take Out Businesses must allow City representatives immediate full access to the entire premises, including any kitchen, to inspect for compliance, including surprise inspections.
12. Food Preparation, Delivery, or Take Out Businesses that fail to comply with this Directive, including, but not limited to, preventing large social gatherings create public nuisances and a menace to public health. Accordingly, Food Preparation, Delivery, or Take Out Businesses must not permit or allow such gatherings, whether on public or private property. Any Food Preparation, Delivery, or Take Out Business that permits or allows such gatherings is injurious to public health within the meaning of Business & Professions Code section 25601 and is subject to reporting to the California Department of Alcoholic Beverage Control. Customers 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.



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-5c

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

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

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

Date: March 2, 2021



**Exhibit A to Health Officer Directive No. 2020-5c (issued 3/2/2021)
Best Practices for Food Preparation, Delivery, or Take Out Businesses**

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07t (the “Social Distancing Protocol”), each Food Preparation, Delivery, or Take Out Business that operates in San Francisco must comply with each requirement for Food Preparation, Delivery, or Take Out Businesses listed in Health Officer Directive 2020-5c, each requirement included in these Best Practices, and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

1. General Requirements for all Food Preparation, Delivery, or Take Out Businesses:

- 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 customers and Personnel comply with the Social Distancing and Health Protocol. At a minimum, each Food Preparation, Delivery, or Take Out Business must:
 - 1.2.1.*** Require all Personnel to use Face Coverings as required under Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”), wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
 - 1.2.2.*** Establish designated areas/lines with markings on the ground to indicate minimum six-foot distancing for customers, including directional paths of travel where feasible. This requirement includes marking lines for check-stands and restrooms, and customers in various service settings, if applicable (e.g. ordering food, take out, and waiting to be seated).
 - 1.2.3.*** Customers must form lines outside while waiting.
 - 1.2.4.*** Provide hand sanitizer effective against COVID-19 at entrances and points of purchase for all customers 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 customers and certain Personnel who are on-site at the business’s location. But for Personnel who shop, deliver, or drive in relation to their work, the Food Preparation, Delivery or Take Out Business must provide hand sanitizer effective against COVID-19 at all times; for any period during which the Food Preparation, Delivery or Take Out Business does not provide sanitizer to such shopping, delivery, or driving Personnel, the Food Preparation, Delivery or Take Out Business may not offer that aspect of its service.
- 1.3.*** Provide for contactless payment systems or, if not feasible, sanitize payment systems, including touch screens, payment portals, pens, and styluses, after each customer use. Customers may pay with cash but to further limit person-to-person contact, Personnel should encourage customers to use credit, debit, or gift cards for payment.



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- 1.4.** When possible, provide a barrier between the customer and the cashier such as a plexiglass temporary barrier. When not possible, create sufficient space to enable the customer to stand more than six feet away from the cashier while items are being scanned/tallied and bagged.
- 1.5.** Instruct all Personnel and customers to maintain at least six-foot distance from others except when momentarily necessary to facilitate or accept payment and hand off items or deliver goods.
- 1.6.** Provide disinfectant and related supplies to Personnel and require Personnel to sanitize all high-touch surfaces, including but not limited to: shopping carts and baskets; 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.
- 1.7.** 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.
- 1.8.** If the Food Preparation, Delivery, or Take Out Business provides shopping carts or baskets, assign Personnel to disinfect shopping carts and baskets after each use and take steps to prevent anyone from grabbing used carts and baskets before disinfection. Provide disinfecting wipes that are effective against COVID-19 near shopping carts and shopping baskets.
- 1.9.** Establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location by Personnel including, but not limited to, before closing for the day and opening in the morning.
- 1.10.** Prevent customers from touching or handling items without purchase of the item being handled. Customers should be encouraged through posted signs to select items only via visual examination.
- 1.11.** Except for reusable bags, prohibit customers from using their own mugs, cups, or other similar re-fillable food containers brought from home. Customers are permitted to use push carts to help them carry or transport items as well as wheelchairs, canes, or other mobility assistance devices.
- 1.12.** To protect Personnel and customers, Food Preparation, Delivery, and Take Out Businesses are strongly encouraged to not allow customers inside their facilities. If this is not feasible, Food Preparation, Delivery, and Take Out Businesses must limit the number of customers in the facility or location at any one time to the lesser of: 20% of the maximum occupancy, or a number that allows for customers and Personnel to easily maintain at least six feet distance from one another at all times. The maximum occupancy does not include Personnel.
- 1.13.** As soon as possible, but no later than 9:00 a.m. on December 17, 2020, develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the allowed maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each



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

- 1.14.** Each Food Preparation, Delivery or Take Out Business must post signage required by sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order.
- 1.15.** Each Food Preparation, Delivery or Take Out Business must comply with the ventilation requirements of section 4.i of the Stay-Safer-At-Home Order.
- 1.16.** 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 facility), or using the restroom, when changing tasks, and, when possible, frequently during each shift. Personnel that work off-site, such as driving or delivering goods, must be required to use hand sanitizer throughout their shift.

Additional Requirements Specific to Certain Types of Services

2. Food Preparation (applies only to Food Preparation, Delivery, or Take Out Businesses that prepare foods):

- 2.1.** All food must be prepared at a food facility that is permitted and inspected by the San Francisco Department of Public Health, or if not by the San Francisco Department of Public Health, then by either the California Department of Public Health or another jurisdiction’s local Environmental Health department pursuant to California Retail Food Code requirements.
- 2.2.** Provide gloves for all Personnel handling food. Provide training for Personnel on glove use, including how to properly put on (after handwashing) and take off gloves and when to replace gloves when they are soiled or damaged. Single use gloves should be used for only one task and should be discarded when damaged or soiled or when food handling is interrupted. All existing industry rules and regulations regarding use of gloves must also be followed.
- 2.3.** All to-go items must be packaged and bagged, including utensils, napkins, and condiments to ensure that delivery Personnel and customers do not need to touch any additional items at the restaurant.

3. Section 3 – Food Delivery (applies only to Food Preparation, Delivery, or Take Out Businesses that deliver food, employ or utilize Personnel to deliver food, or provide food for delivery):

- 3.1.** Ensure that delivery Personnel use refrigerated transport, portable coolers, or insulated delivery bags to transport perishable food from restaurants to customers. Perishable food must be delivered according to the following temperatures:
 - a) Cold foods are maintained at 41°F or below,
 - b) Frozen foods are maintained in a solid state, and
 - c) Hot foods are maintained at 135°F or above.
- 3.2.** If refrigerated transport, portable coolers, or insulated bags are available, ensure that perishable food is labeled “Process Immediately” and must not be out of temperature



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controls for more than 30 minutes during transportation to prevent foodborne illness. (Whole produce, canned goods, dry foods and other non-perishable products can be delivered anytime without requirement for temperature controls or delivery times.)

- 3.3. Ensure that all food remains in its original packaging at all times to prevent tampering or contamination.
- 3.4. Provide disinfectant and related supplies to all drivers and delivery Personnel to enable them to sanitize high-touch surfaces in vehicles or on other transportation equipment as well as any inventory-tracking or delivery-tracking equipment or devices which require handling throughout a work shift.
- 3.5. Ensure that vehicle interiors, other transportation equipment, and all shared devices or equipment are cleaned and/or disinfected by Personnel on frequent schedules, not less than at the beginning and end of each Personnel member's work shift and during the shift.
- 3.6. Ensure that refrigerated transport containers, portable coolers, and insulated delivery bags are cleaned with soap and warm water and disinfectant at the end of each shift.
- 3.7. Direct all delivery Personnel to avoid touching unsanitized areas that may be frequently touched, such as doorbells, buzzers, and door handles, unless protective equipment such as gloves (provided by the delivery business that employs or assigns the delivery Personnel) are used and discarded after each use or hand sanitizer is used after each delivery.
- 3.8. Delivery Personnel must wash their hands at the pickup sites, when possible. Instruct all delivery Personnel to use hand sanitizer (provided by the delivery business that employs or assigns the delivery Personnel) between deliveries, before picking up food or items (if handwashing is not available), and after dropping off food or items to a customer.
- 3.9. Allow customers to provide a specified delivery location and contact method to allow for delivery without direct interaction, except as necessary to accept payment. When possible, provide options to accept payment through contactless technologies, in advance via phone, an app, or the internet, or verbally (such as reading a credit card number and required information).
- 3.10. When necessary for the delivery business' payment or delivery-confirmation processes, modify or eliminate (if possible) customer signature-capture procedures so Personnel may maintain a safe, appropriate distance and/or avoid sharing of signing equipment such as pen or stylus and avoid shared handling of devices or equipment. If not feasible, sanitize such equipment or devices before and after each use in order to protect each customer.
- 3.11. Instruct delivery Personnel to wait outside a restaurant or food preparation facility if food is not ready for pick-up upon arrival and to maintain social distancing while waiting outside.
- 3.12. Both the restaurant/food seller and the delivery business must permit delivery Personnel to use the restaurant's restroom to wash hands.



4. Food Takeout/Carryout (applies only to Food Preparation, Delivery, or Take Out Businesses that provide food for takeout or carryout):

- 4.1. Encourage customers to place orders and make payment in advance by phone or online.
- 4.2. Food Preparation, Delivery or Take Out Businesses must ensure that customers do not eat or drink on the premises while waiting for their food or order.
- 4.3. Establish a mechanism for contactless pickup if possible—e.g., putting clearly labeled packages on a table for customers to pick up when they reach the head of the line. But also ensure that food is protected from possible contamination and improper temperature exposure.
- 4.4. Designate parking spots or loading zones for curbside pick-up, whenever possible.
- 4.5. Direct customers to wait for food outside, and to maintain social distance.
- 4.6. Close areas where customers may congregate, serve themselves, or touch food or other items that other customers may use. Provide these items to customers individually. These requirements include but are not limited to:
 - 4.6.1. Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
 - 4.6.2. Self-service machines including ice, soda, frozen yogurt dispensers, etc.
 - 4.6.3. Self-service food areas such as buffets, salsa bars, salad bars, etc.
- 4.7. Any sales of take-out alcoholic beverages must comply with the State Department of Alcoholic Beverage Control regulations, including any Notices of Regulatory Relief, which are available at: <https://www.abc.ca.gov/law-and-policy/coronavirus19/>

5. Operational Requirements for All Food Preparation, Take Out and Delivery Businesses.

- 5.1. If all or part of Food Preparation, Take Out and Delivery Business 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>.
- 5.2. All Food Preparation, Take Out and Delivery Businesses must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>.
- 5.3. 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.
- 5.4. Each Food Preparation, Take Out and Delivery Businesses must designate a Worksite Safety Monitor. The Worksite Safety Monitor shall be responsible for compliance with this Directive, but does not need to be on-site at all times.



Health Officer Directive No. 2020-5c (Exhibit B)
Health and Safety Plan (issued 3/2/2021)

Each Food Preparation, Delivery, or Take Out Business must complete, post onsite, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

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

General Requirements for all Food Preparation, Delivery, or Take Out Businesses

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-5, available at: <http://www.sfdph.org/directives>.
- 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.
- Designated areas/markings indicate 6-foot distancing for patrons in various settings (e.g. waiting to order, waiting for restroom, ordering take-out).
- Provided hand sanitizer (using touchless dispensers when possible) at key entrances, point of sale, and other high contact areas.
- Provided hand sanitizer to Personnel who shop, deliver, or drive for the business.
- Provided for contactless payment, if feasible.
- Created a barrier between customer and cashier, and/or ensured that customers can maintain social distance from Personnel.
- Posted signage informing employees on how to get vaccinated.

Food Preparation

- Obtained, and maintained as current, all necessary permits to prepare food.
- Provided gloves and training to Personnel on use of gloves.
- To-go items are packaged and bagged to ensure that delivery Personnel and customers do not need to touch additional items.

Food Delivery

- Have procedures to maintain perishable foods at appropriate temperatures.
- Have procedures that all food remains in its original packaging at all times.
- Provided disinfectant to drivers and delivery Personnel.

Checklist

- Refrigerated transport carriers and insulated bags are cleaned and disinfected after every use.
- Instructed delivery Personnel to avoid touching high touch items, if possible. Delivery Personnel are instructed to wait outside while waiting for food to be prepared.
- Allowed delivery Personnel to use the restroom to wash hands.

Take Out/Carry Out

- Encourage customers to place orders in advance (by phone or online), and provide for contactless pick up, if possible.
- Designated space for curbside pickup, where possible.
- Closed areas where customers may congregate.

Operational Requirements

- Evaluated and made all feasible upgrades or modifications to the HVAC systems.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.
- Checked for harborage, and pests, and confirmed that pest control measures are functioning.
- Windows or doors are open, if possible, to ventilate areas for Personnel.
- Designated a Worksite Safety Monitor. Individual is familiar with obligations under Health Officer Directive 2020-05, and developed and implemented a plan to ensure compliance.
- 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.



Health Officer Directive No. 2020-5c (Exhibit B)
Health and Safety Plan (issued 3/2/2021)

Additional Measures

Explain:

Click or tap here to enter text.

Self-certification (must be signed by Business 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



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-16f

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

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

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. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, patrons, and the community.



Health Officer Directive No. 2020-16f

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

- 1. This Directive allows Dining Establishments to offer dining services, and attempts to mitigate the risk of community transmission by modifying behaviors consistent with the medical and scientific understanding of the virus. In order to minimize the risk, all protocols in this Directive and Best Practices must be followed. When indoor dining is permitted, it presents a heightened risk of aerosol transmission of the virus because patrons remove their masks to eat and drink, and there is generally less ventilation indoors than outdoors. Accordingly, patrons are encouraged to choose Outdoor Dining or Take-Out options where possible.**
- 2. This Directive is intended to enable safer restaurant-style dining, not large social gatherings or lengthy gatherings where individuals are not wearing Face Coverings. Patrons or other members of the public congregating in or around a Dining Establishment, particularly without following Social Distancing Requirements or wearing Face Coverings are at a heightened risk of community transmission.**
- 3. This Directive applies to all owners, operators, managers, and supervisors of any restaurant, or bar that provides a bona fide meal, as defined below (each a “Dining Establishment”). Each Dining Establishment must have received the necessary permits to serve meals, including any permits necessary to serve food outdoors (e.g. Shared Spaces permit), or catering permits to serve food (e.g. DPH Pop Up permit). Any Dining Establishment that serves alcoholic beverages must also serve a bona fide meal, and comply with all of the following:**
 - a. The sale of alcoholic beverages on site 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.**



Health Officer Directive No. 2020-16f

5. Before engaging in any activity under this Directive, each Dining Establishment must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.
6. Guidance from the Department of Public Health related to Dining is attached to this Directive as Exhibit C, and available at <http://www.sfdph.org/directives>.
7. If an aspect, service, or operation of a Dining Establishment is also covered by another Health Officer directive (all of which are available at <http://www.sfdph.org/directives>), including Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses, then the Dining Establishment must comply with all applicable directives and amendments to those directives, and it must complete all relevant Health and Safety Plan forms.
8. Each Dining Establishment must (a) post its Health and Safety Plan at the entrance or another prominent location of every physical location it operates within the City, (b) provide a copy of the Health and Safety Plan to Personnel, and (c) make the Health and Safety Plan available to members of the public on request. Also, each Dining Establishment must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.
9. Each Dining Establishment subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Dining Establishment is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Dining Establishment, any such Dining Establishment is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
10. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Dining Establishment: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are allowed to sell goods onsite; volunteers; and other individuals who regularly 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.



Health Officer Directive No. 2020-16f

- 12. Implementation of this Directive augments—but does not limit—the obligations of each Dining Establishment under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Dining Establishment must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.**
- 13. Dining Establishments must allow City representatives immediate full access to the entire premises, including the kitchen, to inspect for compliance, including surprise inspections.**
- 14. A violation of any condition contained in a permit issued to a Dining Establishment by the Entertainment Commission is a violation of this Directive and the Stay-Safer-At-Home Order, and may be enforced as such.**
- 15. Dining Establishments that fail to comply with this Directive, including, but not limited to, preventing large social gatherings or lengthy gatherings where individuals are not wearing Face Coverings other than when eating or drinking, create public nuisances and a menace to public health. Accordingly, Dining Establishments must not permit or allow such gatherings, whether on public or private property. Any Dining Establishment that permits or allows such gatherings is injurious to public health within the meaning of Business & Professions Code section 25601 and is subject to reporting to the California Department of Alcoholic Beverage Control. Patrons or other members of the public who violate these requirements are subject to citation per Cal. Penal Code section 148(a), S.F. Admin. Code section 7.17, S.F. Police Code section 21, and Cal. Business & Professions Code section 25620.**

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

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-16f (issued 3/2/2021)

Best Practices for Dining Establishments

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07t (the “Social Distancing Protocol”), each Dining Establishment that operates in San Francisco must comply with each requirement included in these Best Practices, and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

These best practices are in addition to the best practice attached to Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses, and any amendments to that directive.

1. Section 1 – General Requirements for all Dining Establishments:

- 1.1.*** Follow all applicable public health orders and directives, including this Directive and any applicable State orders or industry guidance. In the event of any conflict between a State order or guidance and this directive, follow the more restrictive measure.
- 1.2.*** Ensure patrons and Personnel comply with the Social Distancing and Health Protocol. At a minimum, each Dining Establishment must:
 - 1.2.1.*** Require all Personnel to use Face Coverings as required under Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”), wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
 - 1.2.2.*** Advise patrons that they must wear Face Coverings any time they are not actively eating or drinking, including but not limited to: while they are waiting to be seated; while reviewing the menu and ordering; while socializing at a table waiting for their food and drinks to be served or after courses or the meal is complete; and any time they leave the table, such as to use a restroom. Patrons must also wear Face Coverings any time servers, bussers, or other Personnel approach their table. Personnel must not approach a customer’s table until the patron has replaced their Face Covering.
 - 1.2.3.*** As required by the section 3.5 of the Social Distancing Protocol, each Dining Establishment must require patrons to wear a Face Covering, unless they are eating or drinking. This includes taking steps to notify patrons they will not be served if they are in line without a Face Covering and refusing to serve a patron without a Face Covering, as further provided in the Face Covering Order. The business may provide a clean Face Covering to patrons while in line. For clarity, the transaction or service must be aborted if the patron is not wearing a Face Covering. But the business must permit a patron who is excused by the Face Covering Order from wearing a Face Covering to conduct their transaction or obtain service, including by taking steps that can otherwise increase safety for all.
 - 1.2.4.*** Establish designated areas/lines with markings on the ground to indicate minimum six-foot distancing for patrons. This requirement includes marking lines for check-stands and restrooms, and patrons in various service settings, if



applicable (e.g. ordering food, take out, and waiting to be seated). Patrons must form lines outside while waiting for take-out, and waiting to be seated.

- 1.2.5.** Coat and bag checks must be closed.
- 1.2.6.** Create directional paths of travel where feasible (e.g. separate entrance and exit for patrons, lines for restrooms).
- 1.3.** Provide hand sanitizer (using touchless dispensers when possible) at key entrances and contact areas such as reception areas, elevator and escalator landings, and stairway entrances.
- 1.4.** In addition to making hand sanitizer available (as required in the Social Distancing Protocol), post signage requiring patrons and Personnel to use hand sanitizer or wash their hands (with soap and water, for at least 20 seconds) before and after using any equipment.
- 1.5.** Any Dining Establishment offering a combination of take out, outdoor dining, and indoor dining (when permitted) should provide clear paths of travel for ingress, and egress, and consider separate entrances for each form of dining. Pursuant to section 1.2.4 all patrons must form lines outside while waiting to be seated.
- 1.6.** Each Dining Establishment must follow all applicable directives (e.g. Food Preparation or Delivery Essential Businesses), and prepare applicable Health and Safety Plans required by those directives. The full list of Health Officer directives is available at <https://www.sfdph.org/directives>.
- 1.7.** Each Dining Establishment must comply with the ventilation requirements of section 4.i of the Stay-Safer-At-Home Order.

2. Section 2 – Patron Screening & Advisories

- 2.1.** Screen all patrons and other visitors on a daily basis using the standard screening questions attached to the Stay-Safer-At-Home Order as Appendix A and Attachment A-2 (the “Screening Handout”). Screening must occur before patrons are seated at the Dining Establishment in order to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout must be provided to anyone on request, although a poster or other large-format version of the Screening Handout may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the Dining Establishment, and should be referred for appropriate support as outlined on the Screening Handout. Dining Establishments can use the guidance available online at <https://www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf> for determining how best to conduct screening. Patrons who are feeling ill, have exhibited symptoms of COVID-19 within 24 hours of arriving at the Dining Establishment, or answer “yes” to any screening question must cancel or reschedule their reservation. In such cases, patrons must not be charged a cancellation fee or other financial penalty.
- 2.2.** Each Dining Establishment must post signage required by sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order.



- 2.3. In addition, post signage stating the following. Sample signage is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 2.3.1. Post signage informing patrons that they must be seated at tables to consume food or beverages, that they must be at least six feet away from patrons at other tables at all times.
 - 2.3.2. Post signage at tables reminding patrons to wear Face Coverings when ordering and all other times when they are not eating or drinking.
 - 2.3.3. For Dining Establishments offering alcoholic beverage service, post signage informing patrons that they may not drink or carry open containers beyond the premises; and that alcoholic beverages may only be served with a bona fide meal.
 - 2.3.4. Dining Establishments must post signage informing employees how to report COVID-19 health order violations.
 - 2.3.5. As soon as possible, and no later than March 10, 2021, post signage describing the relative risks associated with dining. The signage must:
 - 2.3.5.1. Advise all patrons that dining outdoors is generally safer than dining indoors.
 - 2.3.5.2. Recommend that people at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household not dine in crowded spaces or indoors.
 - 2.3.5.3. Advise outdoor dining patrons that seating arrangements with at least six feet distance between seated patrons is generally safer than seating arrangements using a barrier with less than six feet distance.
 - 2.3.6. Post signage providing employees with information about how they can get vaccinated.

3. Section 3 – Dining Service Requirements

- 3.1. 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.
- 3.2. 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.
- 3.3. Each patron at a table must order a bona fide meal to receive alcoholic beverage service.
- 3.4. Encourage reservations to prevent crowds from gathering. Timing of reservations must allow sufficient time to disinfect customer seating areas.
 - 3.4.1. Reservations may be offered with common seating times. Reservations must be consistent with the limits for outdoor dining (six people from up to three



households), and indoor dining (four people from one household) stated in sections 4 and 5, below.

- 3.4.2.** Partial or full “buyouts” by patrons of Dining Establishments are not allowed at this time. Reservations for more than one table cannot be accepted. Dining Establishments may not host gatherings or events such as birthday parties, receptions, or meetings, where attendees at the event occupy more than one table, even where attendees reserve tables separately.
- 3.5.** Limit cross-contamination and touching of common items. At a minimum, Dining Establishments must:
- 3.5.1.** 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.
- 3.5.2.** 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.
- 3.5.3.** 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.
- 3.5.4.** 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.
- 3.5.5.** 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.
- 3.5.6.** Cleaned flatware, stemware, dishware, etc., must be properly stowed away from patrons and Personnel until ready to use.
- 3.5.7.** 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.
- 3.5.8.** 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.



- 3.5.9. Provide leftover containers only upon request. Personnel should not fill the leftover container. Each party should fill its own leftover containers.
- 3.5.10. Servers who both serve food and clear dishes must wash their hands in between these two tasks.
- 3.5.11. Discontinue use of shared entertainment items, such as board games, pool tables, and arcade games.
- 3.6. 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:
 - 3.6.1. Self-service areas with condiment caddies, utensil caddies, napkins, lids, straws, water pitchers, to-go containers, etc.
 - 3.6.2. Self-service machines including ice, soda, frozen yogurt dispensers, etc.
 - 3.6.3. Self-service food areas such as buffets, salsa bars, salad bars, etc.
 - 3.6.4. After-meal mints, candies, snacks, or toothpicks for patrons.
- 3.7. Discontinue tableside food preparation and presentation, such as food item selection carts and conveyor belts, condiment or food preparation, etc.
- 3.8. 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.
- 3.9. 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. Up to six individuals from three Households may be seated together for outdoor dining. People in the same party seated at the same table do not have to be six feet apart.
 - 4.3. 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).
 - 4.4. Outdoor service tables must be spaced far enough apart to ensure that patrons are at least six feet apart from other patrons seated at different service tables, provided that outdoor dining establishments that were open before December 6, 2020 (i.e., when SF suspended outdoor dining) and placed outdoor barriers between tables in lieu of six-foot minimum distancing (in accordance with applicable permits and approvals), may continue to use barriers in lieu of six foot distancing. Any use of impermeable barriers, or area



umbrellas, canopies, and other shade structures must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.

- 4.5. 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.
- 4.6. 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. Up to four individuals from one Household may be seated together for indoor dining. People in the same party seated at the same table do not have to be six feet apart.
- 5.3. 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.
- 5.4. Dining Establishments must post the calculated occupancy limit at the entrance of the building.
- 5.5. 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.
- 5.6. 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.
- 5.7. No entertainment is permitted at this time. This includes live entertainment, and entertainment on screens (e.g. TVs and movie screenings).
- 5.8. 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.



- 5.9. Unless City zoning or other laws require an earlier closing, all indoor service of food and beverages must end at 10:00 p.m. Dining Establishments that cease indoor food service at 10 p.m. may allow patrons to finish their meals for an additional 30 mins. All indoor Dining Establishments must close to the public by 10:30 p.m. and remain closed for indoor dining until 5:00 a.m. Subject to local zoning or other approvals, Outdoor dining may continue after 10:00 p.m., and take-out and delivery are permitted after 10:00 p.m. consistent with Health Officer Directive No. 2020-05, and any amendments to that directive.

6. Section 6 – Cleaning and Disinfecting Requirements for All Dining Establishments

- 6.1. Thoroughly disinfect each patron seating location before opening each day and after every use, including tables, chairs, booster seats, highchairs, booths, and the sides of such surfaces. Disinfection must allow adequate time to follow product instructions. Many EPA approved disinfectants require a minimum contact time against the human coronavirus, and the disinfectant must be left on the surface for this amount of time before being wiped off.
- 6.2. Disinfect highly touched surfaces (e.g. doors, handles, faucets, tables, etc.), and high traffic areas (e.g. waiting areas, hallways, bathrooms) at least once per hour.
- 6.3. Frequently disinfect bathrooms, at least every four hours. Create and use a daily checklist to document each time disinfection of bathrooms occurs. Conspicuously post the checklist inside each bathroom clearly detailing the dates and times the room was last cleaned, disinfected, or restocked. External doors and windows should be left open whenever possible to increase ventilation.
- 6.4. If necessary, modify operating hours to ensure time for regular and thorough sanitization.
- 6.5. Servers, bussers, and other Personnel moving items used by patrons, dirty linens, or handling trash bags must wash hands after handling those items, or use disposable gloves (and wash hands before putting them on and after removing them) and change aprons frequently.
- 6.6. Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized. Use disposable items if proper cleaning of reusable items is infeasible.

7. Section 7 – Operational Requirements for All Dining Establishments

- 7.1. If all or part of Dining Establishment has been vacant or dormant for an extended period, check for pest infestation or harborage, and make sure all pest control measures are functioning. Ensure that plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems at <https://sfwater.org/index.aspx?page=1327>.
- 7.2. All Dining Establishments must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at: <https://www.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. The Worksite Safety Monitor shall be responsible for compliance with this Directive, but does not need to be on-site at all times.
 - 7.4.1. The Worksite Safety Monitor must provide Personnel with information on the importance of screening, the availability of testing resources, and the appropriate types of Personal Protective Equipment for Personnel. These topics are addressed in guidance applicable to Dining Establishments (attached as Exhibit C). Dining Establishments must require Personnel to screen before coming to work, and provide information regarding the availability of testing. If any Personnel tests positive for COVID-19, that individual or supervisor should report the result immediately to the Worksite Safety Monitor. The Worksite Safety Monitor must be ready to assist DPH with any contact tracing or case investigation efforts.
 - 7.4.2. As soon as possible, but no later than 5:00 p.m. on February 4, 2021, the Worksite Safety Monitor must develop and implement a plan to ensure that all patrons and Personnel comply with all aspects of this Directive, including the social distancing, and face covering requirements. For example, the plan may involve designating a staff member for each shift to monitor for improper crowding or gathering.
- 7.5. Provide training to Personnel on proper ways to wear Face Coverings, how to implement the Social Distancing and Health Protocol, how to monitor the number of patrons in the store or in line, and cleaning and disinfection.
- 7.6. For Personnel who are at increased risk of severe disease if they get COVID-19 (www.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.

Health Officer Directive No. 2020-16f (Exhibit B) Health and Safety Plan (issued 3/2/2021)

Each Dining Establishment must complete, post onsite, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

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

General Requirements for all Dining Establishments

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-16, available at: <http://www.sfdph.org/directives>.
- Has Health and Safety Plan for Health Officer Directive No. 2020-05 for Food Preparation or Delivery Essential Businesses, available at <http://www.sfdph.org/directives>, if applicable.
- Has necessary permits for outdoor service and placement of tables.
- Developed a plan to ensure Personnel and patrons comply with social distancing requirements.
- All Personnel required to use Face Coverings, wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
- Patrons are advised they must wear Face Coverings any time they are not eating or drinking and when personnel approach their table.
- Closed coat and bag check.
- Designated areas/markings indicate 6-foot distancing for patrons in various settings (e.g. waiting to order, waiting for restroom, ordering take-out, or waiting to be seated).
- Provided hand sanitizer (using touchless dispensers when possible) at key entrances, point of sale, and other high contact areas.

Patron Screening & Advisories

- Have procedures to screen all visitors before seating patrons.
- Posted the Dining Establishment's occupancy limit at the entrance of the building.
- Posted at the entrance of the building, which DPH recommended ventilation requirements (if any) have been implemented.
- Posted signage at primary public entrances reminding people to adhere to physical distancing, hygiene, and Face Covering Requirements and to stay at home when they feel ill.
- Posted signage at primary public entrance stating that (1) COVID-19 is transmitted through the air and the risk is much higher indoors and (2) unvaccinated older adults and unvaccinated individuals with health risks should avoid indoor settings with crowd.
- Posted signage reminding patrons and Personnel that SARs-CoV-2 can be spread by individuals who do not feel sick or show outward symptoms of infection.

Checklist

- Posted signage informing patrons that they must be seated at tables to consume food or beverages, and to maintain social distance at all times.
- Posted signage at tables reminding patrons to wear Face Coverings when ordering and at all other times when they are not eating or drinking.
- Posted signage informing patrons that they may not drink or carry open containers of alcoholic beverages beyond the premises; and that alcoholic beverages will only be served with a bona fide meal.
- Posted signage informing employees of how to report COVID-19 health order violations.
- Posted signage informing employees on how to get vaccinated.
- Posted signage describing risks associated with dining.

Dining Service Requirements

- Service tables for outdoor dining are limited to six customers from no more than three households.
- Each reservation for outdoor dining is limited to six customers from no more than three households.
- Service tables for indoor dining are limited to four customers from one household.
- Each reservation for indoor dining is limited to four customers from one 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.

Checklist

Outdoor Dining Requirements

- Service tables are placed to ensure that patrons are at least six feet apart.
- Patrons are advised that they may enter the establishment only for limited reasons.
- No entertainment involving singing, playing wind or brass instruments, etc. that increases the risk of aerosol transmission of COVID-19.
- Outdoor shelters allow for the free flow of air in the breathing zone.

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 from 10:00 p.m. to 5:00 a.m. Indoor dining space is closed to the public at 10:30 p.m., other than as may be allowed for take-out or delivery.

Cleaning and Disinfecting Requirements

- Disinfect each customer dining location before opening each day and after every use, including tables, chairs, booster seats, highchairs, booths, etc.
- Disinfect highly touched surfaces (e.g. doors, handles, faucets, tables, etc.), and high traffic areas (e.g. waiting areas, hallways, bathrooms) at least once per hour
- Frequently disinfect bathrooms, at least every 4 hours. Cleaning log conspicuously posted in bathroom.
- Reusable customer items (e.g., utensils, food ware, breadbaskets, etc., are properly washed, rinsed, and sanitized) after each use.
- Implemented all sanitization requirements as described in Health Officer Directive No. 2020-16.

Operational Requirements

- Evaluated and made all feasible upgrades or modifications to the HVAC systems.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.



Health Officer Directive No. 2020-16f (Exhibit B)
Health and Safety Plan (issued 3/2/2020)

Checklist

- Checked for harborage, and pests, and confirmed that pest control measures are functioning.
- Windows or doors are open, if possible, to ventilate areas for Personnel.
- Designated a Worksite Safety Monitor. Individual is familiar with obligations under Health Officer Directive No. 2020-16, and has developed and implemented a plan to ensure compliance with Directive 2020-16.
- Ensured daily COVID-19 symptom self-verifications are completed by all Personnel as required by the Social Distancing Protocol.
- Provided training to Personnel on requirements of this directive.
- Considered needs of Personnel who are at increased risk of severe disease if they get COVID-19.
- Considered additional protections for Personnel, including: discouraging Personnel gatherings in break rooms; staggering Personnel breaks to maintain physical distancing protocols; extending start and finish times to reduce the number of Personnel in the kitchen at the same time; creating additional shifts with fewer Personnel to accommodate social distancing.
- Provided dishwashers with equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields, and impermeable aprons.

Additional Measures

Explain:

[Click or tap here to enter text.](#)

Dining Establishment Self-certification (must be signed by Dining Establishment Owner or Worksite Safety Monitor):

Initial each line and sign below:

_____ I acknowledge that I have read and fully understand the information above.

_____ The owner/Worksite Safety Monitor will ensure these principles and procedures will be reviewed with all current and future employees.

_____ Print name

_____ Date:

_____ Signature



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

Updated March 2, 2021

ALERT: Remain Cautious

In alignment with the State’s recommendations, San Francisco is reopening at the State’s Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there **remains a risk that people who you come into contact with may have COVID-19**. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that **some of these variants are more likely to cause serious illness and death in unvaccinated people**. The opening of sectors does not necessarily signify that these activities are “safe.”

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don’t live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don’t live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

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

NOTICE: 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>. Guidance in this document may be revised due to changes in the COVID-19 risk level tier for San Francisco as assigned by the California Department of Public Health.

Please see the associated changes in the [Business Capacities and Activities Table \(BCAT\)](#) at the top of this document.

BACKGROUND: With modified operations dining establishments are allowed to open for outdoor dining and indoor dining with modifications. Eating establishments are required to adhere to these guidelines and must monitor and comply with all applicable Health Directives (including Health Officer directive 2020-16, and any amendments), which are posted at <http://www.sfdph.org/directives.must provide guests with a copy of this document>.

See the Indoor Dining Service section for information about seating capacity and the [BCAT](#) for the most current restrictions

Summary of revisions since 1/27/2021

- Refer to the Business Capacities and Activities Table or BCAT ([English](#), [Chinese](#), [Spanish](#), [Tagalog](#), [Vietnamese](#), [Russian](#)) for all current restrictions, limitations and suspensions.
- Includes information about CA Notify and a recommendation to get a COVID-19 vaccination when it becomes available.
- Requires additional signage, including signage describing the relative risks of dining out and with information telling employees who they can get a COVID-19 vaccination.

GENERAL REQUIREMENTS

Definition of Bona Fide Meals

Bona fide meals means a sufficient quantity of food that it would constitute a main course. Dining Establishments should consult guidance from the State Department of Alcoholic Beverage Control on what constitutes a bona fide meal. The guidance can be found at <https://www.abc.ca.gov/what-is-required-to-be-considered-a-meal>. Serving prepackaged food like sandwiches or salads, or simply heating frozen or prepared meals, do not qualify as bona fide meals. The state Department of Alcoholic Beverage Control has stated that it will look at the totality of a licensed business' operations in determining whether it is serving legitimate meals in a bona fide manner or if the food offered is a mere pretext for opening under the state's Blueprint for a Safer Economy. The primary focus of the licensed premises should be on bona fide meal service, with the service of alcoholic beverages only as a secondary service in support of that primary focus

Who May Serve Bona Fide Meals

Bona fide meals may be served by the dining establishment or another person or business operating under an agreement with the dining establishment. The Dining Establishment **must have a valid permit to operate as a food establishment**, along with any other relevant permits normally required.

Alcoholic Beverages

The sale of alcoholic beverages without a bona fide meal is prohibited, and each patron ordering an alcoholic beverage must also order a bona fide meal.

Prepare and Post a Health and Safety Plan and Social Distancing Protocol

Each dining establishment must complete a Health and Safety Plan and post in a public location, and on the dining establishment's website, if applicable. **Compliance with this requirement of the directive is required to maintain your food permit.** The Health and Safety Plan is in a checklist format and serves as a reminder of all the best practices that your business needs to follow including universal requirements such as requiring face coverings, [signage](#), and enforcing six foot distances between people. A Social Distancing [Protocol](#) must also be completed and posted. The template is available at <https://www.sfdph.org/dph/alerts/files/C19-07-Appendix-A.pdf>.

COVID-19 BASICS

People at risk for severe illness with COVID-19, such as unvaccinated [older adults](#) and unvaccinated people with certain **medical conditions**, as well as those **who live with or care** for them are strongly **discouraged** from participating in activities with other people **outside** their **household** where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

How Does Covid-19 Spread?

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

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

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

Basic Covid-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- [Avoid Close Contact](#). To the greatest extent, maintain six feet of social distancing between yourself and the people who don't live in your household.
- [Wear a Face Covering](#). Cover your mouth and nose with a mask in public settings and when around people who don't live in your household.
- [Routinely clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and **get tested**.

CA Notify - Help Slow the Spread the COVID-19

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

If you are using **CA Notify** and you test positive, your diagnosis will not be shared with others. However, if other people were in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

COVID-19 vaccine is here

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC, and California's own Scientific Safety Review Workgroup have reviewed data from clinical trials to ensure the safety and effectiveness of COVID-19 vaccines. **We strongly encourage all persons to get vaccinated.** The first vaccines approved in the US are about 95% effective in preventing sickness from COVID-19, however we do not know how well they prevent infections that do not cause symptoms. This means that we do not know how common it is for a person who got the vaccine to carry the virus and transmit to others, including [those who have increased risk for severe illness or death](#). Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wear a mask that covers your mouth and nose when outside your home, avoid get-togethers/gatherings, avoid being indoors with people you don't live with, stay at least 6 feet away from others, and wash your hands after touching shared objects or after touching your face. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

If you have received the COVID-19 vaccine, please read more about whether you need to quarantine at: www.sfdcp.org/quarantineaftervaccination

PREPARE

The Role of Ventilation

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

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

Make Necessary Ventilation Improvements, If Feasible, Including:

- Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
 - Do not prop or wedge open fire doors. Continue to follow fire and building safety requirements.
 - If open windows pose a risk of falls for children, use window locks to keep windows from opening more than 4 inches, or other safety devices to prevent falls.

- If your program has an HVAC system (sometimes called mechanical ventilation, forced air, or central air), follow the recommendations in [SFDPH Ventilation Guidance](#). Prioritize maximizing the intake of outdoor air and minimizing recirculated air during the COVID19 pandemic. Recommendations include:
 - Make sure the HVAC system is checked by a professional and is working properly.
 - Open outdoor air dampers and close recirculation dampers (“economizers”). This will maximize the amount of outdoor air that the HVAC system takes in and minimize the amount of indoor air that is recirculated.
 - If you can use higher-efficiency air filters without reducing airflow or damaging your HVAC system, use air filters rated MERV13 or better.
 - Disable “demand-control ventilation controls” so fans keep running even when a room doesn’t need to be heated or cooled.
 - Keep the HVAC system running even when the building is not being used, if you can. If your HVAC system has a timer, set it to run, at a minimum, from 1-2 hours before the building opens until 2-3 hours after everyone has left the building, including custodial staff.
- Consider using portable air cleaners (“HEPA filters”).
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual’s space to another’s space.

Email Ventilation questions to: dph.doc.ventilation@sfdph.org

Train Personnel

Ensure that all personnel are trained on the following protocols:

- Health and Safety Plan, Social Distancing, and Screening Protocols. Share information on [COVID-19, how to prevent it from spreading](#), and which [underlying health conditions](#) may make individuals more susceptible to contracting the virus.
- How to monitor social distancing and offer gentle reminders to patrons to maintain social distance, and wear Face Coverings. Patrons should maintain a distance of six feet if they are not in the same household while waiting in line for pick up, waiting to be seated, or waiting in line for the restrooms. Personnel should remind patrons that dancing, and other congregations, for example, standing and mingling away from their tables, is not permitted.
- Appropriate personal protective equipment, including the proper way to wear face coverings and use protective gloves.
- Cleaning and disinfection techniques, and the importance of disinfecting frequently touched surfaces. See [CDC Guidance on cleaning](#).
- De-escalation with patrons who do not comply with policies and provide resources to personnel to address anxiety, stress, and mental health. Examples of trainings include de-escalation training from the National Restaurant Association. (<https://www.servsafe.com/freecourses>) Recognize the fear in returning to work, communicate transparently, listen, and survey regularly.

- Employer or government-sponsored sick leave and other benefits the personnel may be entitled to receive that would make it financially easier to stay at home (see Paid sick leave in San Francisco). Remember that personnel cannot be fired due to COVID-19 results or needed time off for recovery. To access the links in this Guidance, please view it at www.sfgdp.org/foodfacilities

Coordinate your Efforts

Assign a COVID-19 **Worksite Safety Monitor** who will:

- act as the staff liaison and single point of contact for Personnel at each site for questions or concerns around practices, protocols, or potential exposure.
- serve as a liaison to SFDPH. The liaison should train staff to advise patrons, if necessary, that the dining establishment will refuse service to the customer if they fail to comply with safety requirements.
- ensure patrons' compliance with all aspects of the Health Safety Plan, such as wearing masks, preventing congregations or crowding, and generally maintaining social distance.
- When the designated Site Safety Monitor is not on duty (off work, sick or on vacations), assign another staff member to ensure compliance.

Mandatory Metering System

Ensure maximum Capacity Levels specified in the Business Capacities and Activities Table are not exceeded.

- Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
- Consider designating personnel to monitor store capacity.
- Consider increasing the number of on-premises staff to prevent crowding situations during busy seasons.

Create a Safer Space

You may need to change the physical layout of your business to help social distancing for patrons and personnel. Modifications to consider include creating separate entrances and exits, marking spaces with tape or other decals to indicate six-foot distances, and erecting transparent shields around high patron contact areas such as checkout counters.

- **Redesign layout to allow for proper social distancing.** Space workstations at least six feet apart.
- **Create separate spaces for vendor pickups and/or deliveries, take-out, and dine-in protocols.** To the greatest extent possible, create separate paths for dine-in patrons, for payment and/or pickup if possible. Introduce clear signage for take-out versus dine-in areas. All lines should be formed outside.
- **Create sufficient space** to enable the **customer** to stand at least **six feet away** from the **cashier** while items are being paid for, or provide a physical barrier, for example, Plexiglas large enough to prevent transmission of respiratory droplets between the patron and the cashier.

- **Close areas** where patrons may **congregate, serve themselves, or touch items** that other guests may use. For example, **close salad bars, buffets, condiment caddies, and self-service food dispensers.**
- **Create markings that indicate 6-foot distancing for patrons in various settings** (e.g. waiting to order, waiting for restroom, ordering take-out, or waiting to be seated). **Paths to restroom, 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

Screen Personnel, Encourage Testing and Vaccination

- **Conduct wellness checks for everyone** (employees, vendors, and delivery staff) before they enter the building. Screening instructions for personnel is found at www.sfdcdp.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 sfdcdp.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 sfdcdp.org/screen and sfdcdp.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.
- Post signage informing employees how to report COVID-19 health order violations.
- Post signage providing employees with **information about how they can get a COVID-19 vaccination.**
- Strongly encourage all personnel to get a flu shot.

Require Masks and Other Protective Equipment

Everyone must wear face coverings at all times except when actively eating or drinking. This includes both personnel (vendors, delivery drivers) and patrons.

Servers and other “front-of-house” staff may choose to wear a more protective mask (“respirator”) instead of cloth face covering for increased protection while working indoors – especially if they are at high risk of having severe disease if they get COVID-19 (see www.sfcddcp.org/vulnerable). Check for [NIOSH-approval](https://www.cdc.gov/niosh/qa/n95-respirators.html) of N95 Respirators if you are going to buy them. *If you use an N95 Respirator with a valve, you must cover the valve with an additional face covering.*

Consider Other Measures to Protect Personnel

- Limit in-person personnel gatherings (for example, staff meetings) to the greatest extent possible. Consider holding staff meetings virtually.
- Create additional shifts with fewer personnel to accommodate social distancing.
- Personnel should each have their own pen or pencil that is not shared.

SIGNAGE

Dining establishments **must** post signage stating the following. Sample signage will be available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

Several key signage requirements include:

Ventilation Checklist - Review the San Francisco Department of Public Health (SFPDH) Ventilation Guidance <https://www.sfcddcp.org/COVID-ventilation> and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.

- Post signage at public entrances and in all breakrooms indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above
- **Doors and Windows required** to be kept **closed** for **fire/life safety** purposes are **exempt**. For example, **fire doors must remain closed**. Make sure open windows do not create falling hazards especially for children
- If the dining establishment cannot implement any of these three measures due to smoke or other conditions, the establishment must temporarily close until one of the two other ventilation measures are implemented.



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) unvaccinated older adults and unvaccinated individuals with health risks should avoid indoor settings with crowd. 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.

- Posted signage describing risks associated with dining. This includes signage advising patrons dining outdoors is generally safer than dining indoors, recommending unvaccinated older adults and unvaccinated people with chronic conditions or compromised immune system and those who live with them not to dine out at this time, and that outdoor dining is generally safer with an at least six feet distance between seated patrons than closer arrangements using a barrier.
- 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**.
- Sign templates can be found at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

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.sfcddp.org/screeningvisitors>. Facilities must exclude those who answer yes to any of the questions on the above form.
- **Advise Patrons that they must wear face coverings any time they are not eating or drinking**, including but not limited to: While they are waiting to be seated; while reviewing the menu and ordering; while socializing at a table waiting for their food and drinks to be served or after courses or the meal is complete; and any time they leave the table, such as to use a restroom. Patrons must also wear face coverings any time servers, bussers, or other Personnel approach their table. Personnel must not approach a customer's table until the customer has replaced their face covering.

Adapt Reservation and Seating Process

- **Encourage reservations to limit crowds.** Ensure that timing of reservations allows sufficient time for cleaning and disinfection between patrons.
- **Ask Patrons to voluntarily provide a contact name and phone number** for their group for possible contact tracing. Restaurants should keep this information on file for at least 3 weeks. Patrons are not required to provide contact information.

- Dining out with only members of your household helps to reduce your risk. People in the same party seated at the same table do not have to be six feet apart. See the [BCAT](#) for current restrictions.
- **All Patrons must be seated at a table to eat or drink.** Standing between tables or gathering in other areas of the dining establishment is not permitted. Patrons are not allowed to stand, gather, dance, or circulate between tables.
- Patrons may **not** be served food or beverages while waiting to be seated.
- **Plan customer seating arrangements** assigning each customer group to promote distancing.
- Consider having **Patrons seat themselves** by displaying table numbers. Have a greeter behind plexiglass assigning Patrons tables (after verbal screening for COVID-19).
- **Keep Personnel schedule records** in order to facilitate contact tracing.
- **Limit the number of staff serving each party** to reduce possible contacts. Ideally, one person should serve each table.
- **Tableside preparation or presentation of food tableside is prohibited.**

Prevent Cross-Contamination from Touching Common Items

- **Consider having electronic menus and/or electronic ordering** for patrons to view on their mobile devices. Alternately, provide laminated menus that are disinfected after each use.
- **Encourage Patrons to use touchless payment options** and sanitize any pens or other equipment after each use.
- **Discontinue presetting tables with utensils and glassware**, provide utensils in a prewrapped cloth or paper napkin and use disposable napkins or tablecloths where possible.
- **Cleaned flatware, stemware, dishware, etc., is covered** and kept away from Patrons and personnel until ready to use.
- **Disinfect dining location after every use.** This includes tables, chairs, and highchairs/boosters. Follow instructions on disinfectants, inform your guests to allow time to be disinfected
- **Limit the number of passable objects on table** (No card stands, candles, flower vases) and provide condiments such as ketchup, mustard, hot sauce in single servings upon request.
- **Tablecloths must be changed after each use.**
- **Do not provide shared entertainment items** such as board games, pool tables, or arcade games.
- **Provide leftover containers only upon request.** Staff should not fill the leftover container. Each party should fill its own leftover containers. Any Personnel moving items used by patrons, dirty linens, or handling trash bags must wash hands after handling those items or use disposable gloves (and wash hands before putting them on and after removing them), and change aprons frequently.
- **Reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized.** Use disposable items if proper cleaning of reusable items is infeasible.

OUTDOOR DINING SERVICE

Promote Outdoor Seating

- **If possible, prioritize outdoor seating areas for your Patrons.** Increasing evidence shows the COVID-19 virus can spread through the air. Fresh air is important, and outdoor settings are safer than indoor ones.
- **Patrons dining outdoors must remain outdoors** and may enter the establishment only to access a bathroom, to access an outdoor space that is only accessible by traveling through the restaurant, or to order or pickup food at an indoor counter.

Create a Safer Space

- **Barriers:** Dining establishments may install impermeable physical barriers between outdoor service tables to further protect Patrons and Personnel. The minimum six-foot distance between seated patrons must be maintained.
 - Outdoor dining establishments that were open before December 6, 2020 (i.e., when SF suspended outdoor dining) and placed outdoor barriers between tables in lieu of the 6-foot minimum distancing (in accordance with applicable permits and approvals), may continue to use barriers in lieu of 6-foot distancing.
- Barriers, area umbrellas, canopies, and other shade structures must allow the free flow of air through the area and must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.
- **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.
 - Permissible live entertainment requires a [JAM permit](#).

INDOOR DINING SERVICE

Reduce Seating Capacity

- **Dining establishments must limit the number of patrons.** Please see the [BCAT](#) for current restrictions.
- **Ensure that seated patrons maintain at least six feet distance from other Patrons seated at different service tables.** Use signage, ropes, removal of chairs, or other means to indicate which tables that are not available for use. For indoor establishments, impermeable barriers are not permitted as a substitute to maintaining six feet distance.
- **For establishments with multiple rooms, limit the capacity as noted in the [BCAT](#).** This capacity limit includes outdoor dining patrons who may need to enter the building to order food or use the restroom, and patrons who may need to enter the building to pick up food or takeout.
- **Post the occupancy limit** at the entrance to the building.

Create a Safer Space

- **Seating arrangements should spread Patrons throughout the available interior space** to allow for maximum distance between Patrons.
- **Discontinue seating patrons in areas where they cannot maintain at least six feet of distance from Personnel work areas**, such as certain checkout counters or food preparation areas.
- **Entertainment is not permitted indoors at this time.** This includes live entertainment or televisions, or other types of screens.
- Service hours for food and beverage are limited by the [Health Directive](#). See the [BCAT](#) for current restrictions.

CLEANING AND DISINFECTATION

What and When to Disinfect

- **Use disinfectants on frequently touched surfaces, but not for food contact surfaces.** For food contact surfaces, continue following state requirements for Cleaning and Sanitizing of Equipment and Utensils (California Health & Safety Code, Part 7 Chap. 5).
- **Disinfect highly touched surfaces once per hour.** Disinfection is most important on frequently touched surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Keep a bottle of disinfectant and cloth handy near intensely used areas such as payment areas.
- **Disinfect each customer seating location before opening each day and after every use**, including tables, chairs, booster seats, highchairs, booths, and the sides of such surfaces.
- **Frequently disinfect bathrooms, at least every four hours.** Conspicuously post the checklist inside each bathroom clearly detailing the dates and times the room was last cleaned, disinfected, or restocked.

How to Disinfect

- **Read and follow product label instructions for required protective equipment.** Gloves are frequently required to protect the users, long sleeves and eye protection are not uncommon.
- **Clean first, then disinfect.** Disinfectants do not work well on soiled surfaces. See SF DPH Cleaning Guidance.
- **Use the right product.** Choose EPA-registered disinfectants that are approved COVID-19. Find a complete list of approved products at <https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>; you may also check the SF Environment website for reduced risk products.
- **If concentrates must be used, follow dilution directions carefully and wear eye protection and gloves.** Follow label directions for products which require dilution. Measure, rather than "eye estimate" both the concentrate and the water; some suppliers have "Metered Dispensing Systems" which automate the measuring process. Don't forget to clearly label all containers with diluted products."

- **Using too much product does not improve its performance and can create hazards for both the user and others who come into contact with treated surfaces.** In the case of chlorine bleach please note that for COVID-19 the CDC specifies a different concentration of bleach (5 Tablespoons per gallon of water or 4 teaspoons per quart of water) than is used for other applications.
- **Don't wipe it off immediately.** EPA approved disinfectants require a minimum contact time to be effective against the human coronavirus, and the disinfectant must be left on the surface for this amount of time before being wiped off.

FAQs

Q. How do I calculate the number of Patrons who can be in my restaurant?

A. Divide the established occupancy limit for the establishment by four. Do the same on a room-by-room basis, if your restaurant has multiple dining rooms. See the [BCAT](#) for current restrictions.

Q: I want to protect my workers as much as possible. What do I need to know about N95 and similar masks?

A: Choose an N95 respirator that is approved by the Center for Disease Control's National Institute of Occupational Safety and Health (NIOSH). Follow manufacturer's instructions. Do not share respirators. If N95 respirators are provided, CalOSHA requirements may apply (see <https://www.dir.ca.gov/Title8/5144d.html>).

Because restaurant patrons will be removing their masks while eating and drinking and indoor interactions are riskier than outdoor interactions, servers and other "front-of-house" staff may choose to wear an N95 respirator instead of cloth face covering for increased protection while working indoors – especially if they are at high risk of having severe disease if they get COVID-19 (see www.sfcddcp.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. Refer to the [BCAT](#) for current restrictions.

Q. Are patrons allowed tabletop/self-cook?

A. No, patrons are not allowed to tabletop/self-cooking to ensure proper ventilation in the dining space. Refer to the [BCAT](#) for current restrictions.

Q. How often should restrooms be disinfected?

A. Restrooms should be disinfected at the beginning of the workday (or done at closing) and should be disinfected every 4 hours.

Q. How often should we clean areas?

A. Disinfect high touch surfaces such as door handles, payment machines, counter tops, toilet seats, and faucets at least once per hour. Post a cleaning log conspicuously in each bathroom.

Resources

Stay informed. Information is changing rapidly. Useful resources can be found at:

- Printable resources such as signage
 - <https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- San Francisco Department of Public Health (SFPDH)
 - <https://www.sfdcp.org/covid19>
- Directive of the Health Officer of the City and County of San Francisco Regarding Best Practices for Dining Establishments.
 - <https://www.sfdph.org/dph/alerts/files/Directive-2020-16-Dining.pdf>
- Apply for a Just Add Music (JAM) permit
 - <https://sf.gov/provide-entertainment-or-amplified-sound-outdoor-space>
- California Blueprint for a Safer Economy issued by the State of California
 - <https://covid19.ca.gov/safer-economy/#reopening-data>
- Centers for Disease Control and Prevention (CDC)
 - List of Guidance documents (searchable)
<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html>
 - Considerations for Restaurant and Bar Operators
<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html>
 - Guidance for customers on reducing the risk of spreading COVID-19 when dining at a restaurant <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#restaurant>



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-19f

**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: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues specific direction that Participants and Hosts, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes guidance as provided under Sections 4 and 11 and Appendix C-2 of Health Officer Order No. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on Wednesday, March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to



Health Officer Directive No. 2020-19f

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 of no more than three different Households up to a maximum of 12 people in total between all Households (“Small Outdoor Gatherings”),**
 - b) outdoor gatherings of no more than three different Households up to a maximum of six people in total between all Households involving eating or drinking occurring somewhere other than at an outdoor dining establishment (“Small Outdoor Meal Gatherings”), and**
 - c) outdoor gatherings among people from multiple Households for religious services or religious ceremonies and for political protests, up to the maximum number of people from different Households who can maintain at least six feet of physical distance (“Outdoor Special Gatherings”).**

(Together, Small Outdoor Gatherings, Small Outdoor Meal Gatherings, and Outdoor Special Gatherings are referred to below as “Outdoor Gatherings.”) This Directive does not limit gatherings that are otherwise allowed under the Order or any other health directive providing sector guidance. Also, the size number limits for the various types of Outdoor Gatherings that are subject to this Directive do not apply to gatherings at the home of people (including Participants and Hosts) solely from a single Household. Indoor social gatherings among different Households are not allowed at this time.

- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Participants and Hosts engaged in Outdoor Gatherings (the “Best Practices”). All Participants and Hosts must comply with all applicable requirements listed in the Best Practices.**
- 3. Hosts that operate a facility or other place in San Francisco and regularly organize or hold Outdoor Gatherings there or who otherwise regularly organize or facilitate Outdoor Gatherings at other locations must, before they begin to host or otherwise facilitate Outdoor Gatherings, create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). Hosts of any Outdoor Special Gathering must also, before they host or otherwise facilitate an Outdoor Special Gathering, create, adopt and implement a written Health and Safety Plan. The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**



Health Officer Directive No. 2020-19f

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. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Host's Personnel, all as required by the Best Practices. Where feasible, each Host is also encouraged to provide such items to Participants of Outdoor Gatherings or to make sure that Participants bring their own to the gathering. If any Host is unable to provide these required items to Personnel or otherwise fails to comply with required Best Practices or, if applicable under subsections 3, 4 or 5 above, fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, any Outdoor Gathering organized by such Host where the Host has failed to comply is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
8. For purposes of this Directive, "Personnel" includes all of the following people who provide goods or services associated with the Host in the City: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Host. "Personnel" includes "gig workers" who perform work via the business's app or other online interface, if any.
9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. All Participants and Hosts must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/healthorders; www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Host covered by Section 3 above under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

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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 black ink, appearing to read "Susan Philip".

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-19f (issued 3/2/21)

Best Practices for Participants and Hosts Involved in Outdoor Gatherings

In addition to preparing, posting, and implementing the Social Distancing Protocol (Appendix A of Health Officer Order No. C19-07 as each may be amended in the future), each Host covered by Section 3 of this Directive that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below. Participants and Hosts must also comply with each of the applicable requirements listed below.

1. Section 1 – General Requirements For all Outdoor Gatherings, including Small Outdoor Gatherings, Small Outdoor Meal Gatherings, and Outdoor Special Gatherings:

1.1. All people are strongly encouraged to continue staying safer at home and minimizing unnecessary interactions with others, especially in indoor settings. If people believe they must participate in an Outdoor Gathering, they should consider the health risks relating to COVID-19 to themselves and others before doing so and should take all possible steps to mitigate those risks. Before participating in an Outdoor Gathering, Participants and Hosts should read and make themselves familiar with the Tip Sheet for Safer Interactions During COVID-19 Pandemic and the Tip Sheet for Outdoor Gatherings, which may be found at www.sfc-dcp.org/outdoor-gatherings.

1.1.1. Those at higher risk for severe illness and death from COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their Households are encouraged to carefully consider the health risks relating to COVID-19 before deciding whether to participate in Outdoor Gatherings. For more information on who is at higher risk for severe illness and death from COVID-19, see <http://www.sfc-dcp.org/vulnerable>.

1.1.2. Participants and Hosts must not attend any Outdoor Gatherings if they feel ill or are experiencing any one of the following symptoms: fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea. Participants and Hosts must also not attend any Outdoor Gatherings if they are subject to quarantine or self-isolation under Health Officer Directive 2020-03d, and any subsequent amendments to that Directive.

1.2. Outdoor Gatherings must occur completely outdoors. If necessary, Participants and Hosts may enter a building to access an outdoor area or use indoor bathroom facilities. Participants must not remain inside longer than necessary and must not congregate in or near restroom facilities. Hosts must take all reasonable precautions to prevent Participants from congregating indoors.

1.3. The duration of all gatherings should be limited to the maximum extent possible.

1.4. Multiple Outdoor Gatherings cannot be jointly organized or coordinated to occur in the same outdoor space at the same time – these simultaneous gatherings would constitute a single gathering exceeding the permitted size. While multiple gatherings that are not jointly organized or coordinated may occur in the same space, such as a public park, Participants must not move among Outdoor Gatherings or switch places with Participants



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in other Outdoor Gatherings. Also, Participants are strongly discouraged from attending more than one Outdoor Gathering per day, and should not attend more than two Outdoor Gatherings per week. The more contacts a person has with others, including during Outdoor Gatherings, the more they are placing themselves and others at risk of transmitting the virus.

- 1.5.** Unless otherwise specifically provided in this Directive, all Social Distancing Requirements of Health Officer Order C19-07 (the “Stay-Safer-At-Home Order”) and the Face Covering requirements of Health Officer Order C19-12 (the “Face Covering Order”), as they may be amended, apply to all Hosts and Participants in Outdoor Gatherings.
- 1.6.** Unless otherwise specifically provided in this Directive, 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.** Groups of no more than three different Households up to a maximum of 12 people in total between all Households may engage in outdoor fitness, recreation, or athletics subject to any applicable Health Officer orders or directives including Appendixes C-1 and C-2 of the Stay-Safer-At-Home Order and Health Officer Directive No. 2021-01 (Youth and Adult Recreational Sports).
- 1.8.** To prevent virus transmission and assist with effective contact tracing, Participants are strongly encouraged to minimize the number of people in an Outdoor Gathering and keep Participants consistent from one gathering to another. To assist in potential contact tracing efforts, Participants are encouraged to remember who they gather with.
- 1.9.** Participants and Hosts must not share food or drink, or utensils. Participants and Hosts are strongly discouraged from sharing other objects, such as reading materials and religious or spiritual objects with Participants who are not part of their Household. If an object is of critical importance and is shared, Participants and Hosts must take every precaution after each instance of sharing to clean and sanitize the object and/or the hands of the Participants and Hosts who share the object.
- 1.10.** Hosts must not organize an event that encourages Participants to engage in singing, chanting, or shouting or otherwise encourage Participants from doing so during any Outdoor Gathering. Except as otherwise expressly permitted by this Directive, Participants and Hosts are strongly urged not to engage in singing, chanting, or shouting during Outdoor Gatherings – whether or not wearing a Face Covering – due to the substantially increased risk of spreading the virus by airborne transmission during such activities.
- 1.11.** Consistent with the limitations under the State Health Order, Stay-Safer-at-Home Order, and guidance from SFDPH, Hosts and Participants may, subject to any applicable permit requirements, conduct their gatherings under a tent, canopy, or other sun or weather shelter. Any use of impermeable barriers, or area umbrellas, canopies, and other shade structures must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.



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

- 2.1.** A group consisting of people (including both Participants and Hosts) from no more than three different Households up to a maximum of six people in total between all Households may participate in a Small Outdoor Meal Gathering. The provisions of this Directive for Small Outdoor Meal Gatherings apply only to such gatherings containing members from more than one Household. The provisions of this Directive for Small Outdoor Meal Gatherings do not apply to outdoor dining establishments.
- 2.2.** Small Outdoor Meal Gatherings may occur outdoors at places such as public parks, open spaces and other spaces where such gatherings are allowed, and subject to any permit requirements and any rules prohibiting use of picnic tables, barbecues or other common equipment. If necessary, Participants may enter a building to access an outdoor area or use indoor bathroom facilities.

3. Section 3 – Additional Requirements for Small Outdoor Gatherings:

- 3.1.** A group consisting of people (including both Participants and Hosts) from no more than three different Households up to a maximum of 12 people in total between all Households, may congregate in Small Outdoor Gatherings. Small Outdoor Gathering Participants from different Households must follow all Social Distancing Requirements, and should maintain six feet of physical distance between each other to the greatest extent possible. It is strongly recommended that Participants in Small Outdoor Gatherings maintain six feet of distance from members of other Households at all times. The size of a group must be reduced according to the size of the outdoor space and Participants' ability to follow Social Distancing Requirements at all times. For example, if the size of an outdoor space allows no more than 10 people to follow Social Distancing at all times during a gathering, then the maximum total size for that Small Outdoor Gathering is three Households up to a maximum of 10 people between all Households.

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

- 4.1.** Outdoor Special Gatherings Participants from different Households must follow all Social Distancing Requirements. The size of a group must be reduced according to the size of the outdoor space and Participants' ability to follow Social Distancing Requirements at all times. Hosts of Outdoor Special Gatherings must follow all applicable rules and regulations governing the use of public parks and other open spaces. Hosts must also obtain any required permits for their gatherings as otherwise required.
 - 4.1.1.** The size limits for Outdoor Special Gatherings apply to religious or cultural ceremonies themselves, and not to any reception or similar gathering before or after. Any outdoor reception or gathering is subject to all applicable rules and limitations governing Outdoor Gatherings including this Directive.
- 4.2.** No food or beverages may be served or sold at Outdoor Special Gatherings. Participants and Hosts are prohibited from eating or drinking, and thus removing their Face Coverings to do so, unless necessary for health reasons or proper hydration. Participants must bring their own non-alcoholic beverages if necessary for hydration.
- 4.3.** Participants or Hosts may distribute clean, single-use, non-edible items such as maps, flyers, or pamphlets to other Participants at the Outdoor Special Gathering. If such materials are distributed, Participants and Hosts must continue to maintain six feet of



physical distance, such as by placing items in a basket or on a table for Participants to pick-up.

- 4.4.** Hosts may allow singing, chanting, or shouting by only one person at a time at an Outdoor Special Gathering provided all of the following conditions are satisfied:

4.4.1. The person singing, chanting, or shouting is at least 12-feet from any other person;

4.4.2. The person singing, chanting, or shouting is wearing a Face Covering at all times; and

4.4.3. Participants are not encouraged to sing, chant, or shout along with the person who is engaging in that activity.

5. Section 5 – Additional Requirements Specific to Hosts of Any Outdoor Gatherings

5.1. Hosts may organize and hold Outdoor Gatherings provided they have sufficient outdoor space to allow all Participants to comply with Social Distancing Requirements.

5.2. In compliance with the Social Distancing Protocol, Hosts covered by Section 3 of the Directive must develop and implement a plan for cleaning and disinfecting high touch surfaces such as seating, doors, and other common high-touch surfaces before each gathering.

5.3. Before hosting an Outdoor Gathering, a Host covered by Section 3 of the Directive must prepare the outdoor space to accommodate attendees and comply with the Social Distancing Protocol. For example, a Host may be required to prepare a plan for safe ingress and egress from the space and add physical markings to demonstrate a six-foot distance in areas participants may be congregating.

5.4. Hosts covered by Section 3 of the Directive must prohibit Participants from congregating before or after any Outdoor Gatherings.

5.5. Only one Outdoor Gathering may be held by a Host at a single location at a time.

5.6. As to Hosts covered by Section 3 of the Directive, Hosts may permit Personnel to participate in sequential Outdoor Gatherings during a single day but are reminded of the increased potential to transmit the virus from one Outdoor Gathering to another. Hosts organizing or participating in sequential Outdoor Gatherings must, in addition to the requirements of this Directive:

5.6.1. Provide a minimum of 20 minutes between sequential Outdoor Gatherings during which Participants may safely egress and clear the area and Personnel may adequately clean and sanitize all high touch surfaces and otherwise prepare the space for the next gathering and

5.6.2. Ensure that before and between sequential Outdoor Gatherings, Personnel thoroughly wash hands and clean, sanitize, or replace any items or clothing that became soiled or contaminated with secretions or bodily fluids from Participants or different Personnel during earlier gatherings.



- 5.7. Hosts at Outdoor Gatherings must be prepared to assist public health authorities in potential contact tracing efforts. Consider maintaining a list of Participants willing to voluntarily provide their name for contact tracing purposes. Any lists should be discarded after three weeks. If a Participant tests positive for COVID-19, the Host must assist the Department of Public Health to identify other Participants or Personnel who may have been exposed to help prevent further spread of COVID-19.

Health Officer Directive No. 2020-19f (Exhibit B) Health and Safety Plan (issued 3/2/21)

Each Host Covered by Section 3 of the Directive must complete, post onsite, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Entity Address:

Contact telephone:

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

- Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-19f, available at <http://www.sfdph.org/directives>.
- Make sure no one – including employees – attends a gathering who is experiencing any one of the following symptoms: fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea.
- Gatherings are limited to the maximum permissible number of Households and people and kept as short as possible. Multiple Outdoor Gatherings cannot be jointly organized or coordinated to occur in the same outdoor space at the same time. Participants do not move among gatherings happening at the same time or switch places with Participants in other gatherings.
- Everyone wears a Face Covering unless eating or drinking or otherwise exempt.
- All Social Distancing Requirements are followed at all times. Participants in Small Outdoor Gatherings must maintain six feet of physical distancing to the greatest extent possible.
- 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 specifically permitted otherwise.
- 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 March 02, 2021

ALERT: Remain Cautious

In alignment with the State's recommendations, San Francisco is reopening at the State's Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there **remains a risk that people who you come into contact with may have COVID-19**. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that **some of these variants are more likely to cause serious illness and death in unvaccinated people**. The opening of sectors does not necessarily signify that these activities are "safe."

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don't live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don't live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

AUDIENCE: Hosts, organizers and participants of gatherings of people from more than one household. This information does not apply to gatherings of people living together in a single household.

BACKGROUND: San Francisco Health Directives allow people in different households to gather, with restrictions to prevent spread of COVID-19. This tip sheet cover frequently asked questions about how to safely organize, host, and participate in gatherings of people from different households.

The Directives and associated documents are available on the [Health Directives page](#) under Gatherings.

- Directive 2020-19 – Outdoor Gatherings
- Directive 2020-28 – Drive-In Gatherings
- Directive 2020-34 – Indoor Worship

Additional guidance can be found at www.sfcddcp.org/covid19.



Changes to this FAQ since the Nov. 29 Version:

- Refer to the Business Capacities and Activities Table or BCAT ([English](#), [Chinese](#), [Spanish](#), [Tagalog](#), [Vietnamese](#), [Russian](#)) for all current restrictions, limitations and suspensions: any changes made on the Table override the conflicting information in this document.
- CA Notify: Help stop the spread of COVID-19 using your smartphone
- COVID-19 Vaccine Information
- How does COVID-19 spread?: If you're feeling symptoms, stay home, and get tested
- Ventilation signage must be posted including new employee breakrooms requirement
- Added guidance on Food Concessions at Drive-In Gatherings

Overview of Types of Gatherings

| GATHERING TYPE | | DESCRIPTION OF GATHERING |
|----------------|--|--|
| <i>Outdoor</i> | Outdoor Meal Gatherings | Gatherings where eating or drinking take place |
| | Outdoor Special Gatherings | Political protests; Religious services or ceremonies, including wedding ceremonies and funerals, but not receptions; |
| | Small Outdoor Gathering | All other types of outdoor gatherings (e.g. receptions, gatherings at a park, hosted tours) |
| | Drive-in Gatherings | In vehicles (e.g. for movie) |
| <i>Indoor</i> | Indoor Religious and Cultural Ceremonial Gatherings | Indoor religious and cultural ceremonies, including wedding ceremonies and funerals but not receptions |



Frequently Asked Questions

How Does COVID-19 Spread?

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

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

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

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

How can we help slow the spread of COVID-19?

CA Notify – another way for us to stop the spread

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

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity. CA Notify is available through Apple and Google. See canotify.ca.gov for more information.



What do we know about the COVID-19 Vaccine?

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California's own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. **Strongly encourage all personnel to get vaccinated.** Although the first vaccines that were available are estimated to be about 95% effective in preventing sickness from COVID-19 when someone is infected, we do not know how common it is for vaccinated people to get the virus and spread COVID-19 to others. Those who have received the COVID-19 vaccine are probably less likely to get COVID-19, but it is not guaranteed. Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

How can I stay as safe as possible at a gathering?

- Wear a face covering or mask at all times. A face covering is required at all gatherings outside the house.
- Stay for a shorter period of time. The less time you spend with people you don't live with, the safer it is.
- Stay 6 feet away from people outside your household.
- Avoid activities or sports unless you can stay 6 feet away from people outside your household. Sports and exercise are higher risk because people produce more respiratory droplets when they are breathing harder. If you're going to engage in sports with people outside your household, you must follow all applicable guidance including the stay at safe home order [C19-07](#) and directive [2021-01](#).
- Stay away from activities like singing, chanting, shouting, and playing wind or brass instruments. These activities produce many more respiratory droplets, increasing the risk of COVID-19. If you must participate in or be near people who are singing, chanting, shouting or playing wind instruments, see "How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"
- Wash or sanitize your hands frequently. Bring your own hand sanitizer to gatherings where there will be no place to wash or sanitize your hands.
- Consider staying home if you are at higher risk of serious illness from COVID-19 due to your age or medical conditions. See <https://www.sfdcp.org/vulnerable> for a list of groups at higher risk.
- Keep others safe: don't attend if you are or a family member feels ill or has COVID-19 like symptoms. For a list of symptoms, see <http://www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf>
- People at risk for severe illness with COVID-19, such as unvaccinated older adults and unvaccinated people with certain medical conditions, as well as those who live or care for them are strongly discouraged from participating in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.
- Get a flu vaccine. Preventing influenza is especially important during the COVID-19 epidemic because people who have flu and COVID-19 at the same time much more likely to die.



As a business or organization hosting a gathering, what must I do?

- Complete, maintain, and implement the following documents:
- A Health and Safety Plan for the type of gathering, including COVID-19 screening for all personnel (www.sfdcp.org/screening-handout) and participants (www.sfdcp.org/screeningvisitors). The Health and Safety Plan must be provided to Host Personnel, available to participants, and posted at the physical entrance where the Host operates. See www.sfdph.org/dph/alerts/coronavirus-health-directives.asp to find the correct link for your gathering.
- A **SFDPH Social Distancing Protocol** including a plan to clean and disinfect high touch surfaces such as seating, doors, and others before each Gathering (see [SFDPH Cleaning/Disinfection Guidance](http://www.sfdcp.org/covidcleaning), posted at www.sfdcp.org/covidcleaning).
- **Signage on reporting violations of COVID-19 Health Orders.** Beginning on Nov. 10, Host Businesses or organizations are required to post signs in employee break rooms or areas informing employees of the right to report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage needs to state that employee's identity will remain anonymous. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- Keep a record of people at your gathering, in case someone is later found to have COVID-19. People with COVID-19 can infect others up to 2 days before they develop symptoms or test positive. Hosts must help public health authorities in contact tracing efforts in case an attendee develops COVID-19. We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease.
- Keep the attendance/schedules of all personnel at your organization for up to three weeks.
- Consider maintaining a list of participants willing to voluntarily provide their names for three weeks after an event. Any lists should be discarded after three weeks (unless your business keeps such records in the ordinary course of business).
- Try to maintain an up-to-date contact list to alert attendees in the event of potential exposure.
- For more information, see <https://covid19.ca.gov/contact-tracing>.
- Follow SFDPH's guidelines on "[COVID-19 Positive At Workplace](http://www.sfdph.org/covid19/positive-at-workplace)" if someone at your gathering tests positive for COVID-19.

If you are hosting an Indoor Religious/Cultural Gathering, you must adhere to the changes made on the Business Capacities and Activities Table (BCAT) as well as:

- **Post signs about the increased risk of COVID-19 indoors.** Post SFDPH Approved Signage, stating:
 - That COVID-19 is transmitted through the air and that indoor settings carry a much higher risk of infection.
 - That seniors and those with health risks should avoid indoor settings with crowds.
 - The maximum capacity of the space and the maximum capacity currently permitted under the Stay-Safer-At-Home Order.



- Post Ventilation signage at public entrances and all break rooms indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above
- **Ensure that indoor spaces are well-ventilated.**

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

 - *removing air containing droplets and particles from the room;*
 - *diluting the concentration of droplets and particles by adding fresh, uncontaminated air;*
 - *filtering room air, removing droplets and particles from the air.*
- Comply with the ventilation protocols laid out at Section 4.i of the [Stay-Safer-At-Home Order](#), including to review and follow [SFDPH's Ventilation Guidance](#).
- Implement as many improvements in the [Ventilation Guidance](#) as feasible. Keep a hand-annotated copy of the Ventilation Guidance showing which specific improvements were considered and implemented.
- Make any necessary improvements to the ventilation of the establishment, including:
 - Increase natural ventilation by opening windows and doors when environmental conditions allow and if permitted by fire and building safety requirements. Fire doors should not be wedged or propped open.
 - **Doors and Windows** required to be kept closed for **fire/life safety purposes** are exempt. For example, fire doors must remain closed. Make sure open windows do not create falling hazards especially for children.
 - If an HVAC system is present:
 - Ensure HVAC systems are serviced and functioning properly.
 - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
 - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation ("economizer") dampers.
 - Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
 - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
 - Consider installing portable air cleaners ("HEPA filters").
 - If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual's space to another's space.



- For more information and additional resources, please see the following: San Francisco Department of Public Health (SFDPH): www.sfgdcp.org/COVID-ventilation.
- **Singing, chanting, shouting, and wind instruments are NOT permitted at indoor gatherings of any type in San Francisco.**

As a host/organizer, how else can I keep our gathering as safe as possible?

- Limit the duration of your gathering to the shortest time possible, even if it is outdoors. The shorter it is, the safer it is.
- Avoid high-risk activities such as singing, chanting, shouting, and playing wind or brass instruments, even outdoors. The activities produce large numbers of respiratory droplets, increasing the risk of COVID-19. See more under *"How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"*
- Promote flu vaccination. Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Post signage to encourage flu vaccine among personnel and participants. Find out more information at <http://sfgdcp.org/flu>.

What else can I do to decrease the risk of our indoor gathering?

In addition to the measures laid out in *"How can I keep a gathering as safe as possible?"*

- Make sure that personnel and participants are aware that indoor gatherings are much higher risk for COVID-19 than outdoor gatherings, so they can decide if they can safely attend.
- Consider making changes to minimize crowding and make physical distancing easier for people from different households. Examples include moving podiums, creating physical barriers, taping off or moving seating, identifying entrance and exits, indicating walking paths in areas where participants pray or kneel on the floor, prohibiting access to common areas.
- Make changes to minimize touching of high-touch surfaces, for example, by keeping bathroom doors propped open to minimize touching of door handles.
- Make hand sanitizer or handwashing stations available at entrances and exits.
- Discontinue use of shared water vessels, fonts, fountain, and sinks for ceremonial purposes.
- Regularly clean and disinfect common and high touch areas, including bathrooms.

Can I host more than one gathering on the same day?

Yes, as long as you schedule gatherings far enough apart that participants from different gatherings do not mix, and you can clean/disinfect high-touch areas between gatherings.

- Hosts must separate outdoor gatherings by at least 20 minutes and indoor gatherings by 30 minutes between gatherings, to allow time for participants to exit and for personnel to clean/disinfect.
- Between gatherings, personnel must:



- Clean and sanitize high-touch surface;
 - Clean, sanitize and/or replace any items of clothing that became soiled or contaminated with bodily fluids before using them for a later gathering;
 - Thoroughly wash or sanitize their hands.
- Hosts may not hold more than one Outdoor Gathering at a single location at the same time.
 - Hosts may not hold both indoor and outdoor gatherings simultaneously to allow for more people to attend a gathering (e.g. indoor and outdoor wedding or funeral).

Can I hold more than one indoor worship or cultural ceremonial gatherings at the same time in a large facility?

Yes, you may hold simultaneous or overlapping indoor gatherings if all of the following conditions are met:

- Each gathering must be held in its own, physically separate space, either in different buildings, or in different rooms separated by sealed floor-to-ceiling walls. Partitions may not be used to divide an indoor space for two different gatherings.
- Participants from different gatherings are not allowed to mix.
- Different gatherings must use separate entrances and exits. If only one shared entrance and exit exist, the Host must ensure participants from different gatherings do not enter or exit at the same time, for example, by staggering start and end times.
- Personnel and participants must not move between gatherings.
- The host must develop a written plan to describe how they will keep people in different gatherings from mixing, as outlined in Section 4.1.3 of the Indoor Worship Directive.
- In general, keep the areas that are not reserved for an indoor gathering closed to participants, unless expressly permitted under the Stay-Safer-At-Home Order.

Can personnel who are not involved in a gathering work on-site while a gathering is taking place?

Yes. Personnel are allowed to work inside the facility while multiple indoor gatherings occur as long as staff follow rules for [the Business Operating Office Facilities Directive](#) and [Stay-Safer-At-Home Order](#).

Can we eat or drink at gatherings?

Yes, in some cases. Eating and drinking are permitted at **Outdoor Meal Gatherings**, at **Drive-In Gatherings**, and as part of **Religious or Faith-based Ceremonies**, as long as it is done in a way that minimizes the risk of COVID-19 transmission.

- Eating and drinking may not take place when personnel and/or participants are within 6 feet of one another, since face coverings must be worn when people are within 6 feet.
- Avoid hand-to-mouth contact between different people. Respiratory droplets from one person's mouth can land on the other person's hand, increasing the risk of COVID-19 transmission.
- As an example, communion rituals could have the priest and participants masked at all times, with the participants receiving communion in the hand and moving away from others to briefly lower their mask



to place the sacramental bread on the tongue (see example video: www.youtube.com/watch?v=Q8tg8A5jmP0).

- People from different households should not drink out of the same glass or cup. They also should not share utensils. If glasses, cups, or utensils are shared, they must be disinfected between households, and anyone handling the shared item must also wash or disinfect their hands.
- Self-service food, potlucks, or family-style eating with shared serving plates or drink dispensers are not allowed.

Must we wear masks/ face coverings all the time?

- You must wear masks as specified in the Face Covering Order.
- Proper use of face coverings is even more critical when in higher risk gatherings, such as indoors.
- Face coverings may be removed briefly while eating or drinking, however proper social distancing should be maintained. If removing face coverings/masks is deemed as essential in a ritual or ceremony, a person may briefly remove their face covering only if they (1) maintain social distance and do not speak, recite, chant, shout or sing; or (2) isolate themselves from all other people to speak or recite, such as by speaking inside an enclosed chamber or behind a plastic or glass partition or face shield no more than 12 inches from the mouth of the speaker and greater than 12 feet away from others.

What about camping, cookouts, or BBQs?

- Bring your own supplies including soap, disinfectants, hand sanitizer, paper towels, etc.
- Do not share BBQs or outdoor grilling stations with people outside of your household. Clean all stations frequently.
- If camping with people from outside your household, consider self-isolating for 14 days before and after if you will be in close contact with people you are camping with.
- “Close contact” is defined by the CDC as being within 6 feet of an infected person for a cumulative total of 15 minutes over 24 hours) starting from 2 days before the illness starts (for people without symptoms, this means 2 days before they were tested; www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact).

Can we sing, chant, shout, or play wind instruments at our gathering?

Outdoor Special Gatherings and **Drive-In Gatherings** may have singing, chanting, shouting or wind instruments, if all of the following conditions are met:

- Only **1 performer** may sing, chant, shout, or play a wind instrument at any given time.
 - The person performing the voice/wind activity must be at least **12 feet** from any other person.
 - The person singing, chanting, or shouting must wear a Face Covering at all times.
 - The wind instrument’s bells and/or openings where air/sound exit must be covered with a mask/other fabric at all times.
 - Group singing, chanting, shouting, or wind instrument playing is **not** allowed.



- When these activities are allowed, consider the following to reduce risk:
 - Ensure the performance is in a large, well ventilated area (see www.sfgdcp.org/COVID-ventilation).
 - Minimize the amount of time engaged in these activities.
 - Consider using amplifiers to be able to sing, chant, yell, or play wind instruments more quietly, producing fewer respiratory droplets.
 - Consider a physical barrier between the performer and others.
 - Have performers position themselves so that voices and air exiting from instruments is directed from Participants (for example, in silhouette).
 - Encourage performers to get tested for COVID-19 as close to the performance date as possible, accounting for the turnaround time for the test. People can get tested by their regular healthcare provider or at CityTestSF (<https://sf.gov/citytestsf>).
 - Take special care to ensure that performers do not have symptoms of COVID-19 and are not “close contact” of someone with COVID-19. See www.sfgdcp.org/screeningvisitors.
 - For wind/brass instruments:
 - Performers must be masked at all times as much as possible when not performing.
 - Instruments must not be shared among individuals of different households.
 - If relevant to the instrument, performers should use a large, thin, plastic-lined pad on their chest and lap to collect spit.
- For **Drive-In Gatherings**, up to **6 performers** may perform, however only **1** may sing, chant, shout, or play a wind instrument. For example, 5 people in a 6-person band may play string and percussion instruments 6 feet from each other, with the 6th band member singing or playing a wind instrument, following the guidance above.

At a drive-in gathering, can the host sell food and drinks to the audience?

Host may sell food and drinks to audience in a drive-in gathering. DPH recommends that food and drinks be ordered online and delivered directly to the vehicles. In-person purchase and pickup of food and drinks may be allowed if the host can:

- Set up a separate designated space for in-person purchases;
- Use signage and physical barriers (such as tape, ropes, marks) as well as develop a metering system to ensure patrons and Personnel can maintain six feet of physical distancing at all times;
 - A metering system can be as simple as designating time slots for vehicles from different groups to pick up food and drinks.
- Ensure patrons do not eat or drink around the designated space, do not gather or queue outside the designated area, and immediately return to their vehicles after picking up their items.
- Please follow the guidelines outlined in the [Directive 2020-28](#) for key restrictions.



Resources

Useful COVID-19 Resources to keep checking:

- San Francisco guidance: www.sfdcp.org/covid19
- FAQ General Ventilation: www.sfdph.org/dph/files/ig/FAQ-General-Ventilation.pdf
- 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>
- Religious Schools for Youth and Daycare Arrangement at House of Worship guidelines:
 - [2020-14-Guidance-Childcare.pdf \(sfdph.org\)](http://www.sfdph.org/2020-14-Guidance-Childcare.pdf)
 - [Reopening TK-12 Schools for In-Person Instruction Interim Guidance for School Year 2020-2021 \(sfdph.org\)](http://www.sfdph.org/Reopening-TK-12-Schools-for-In-Person-Instruction-Interim-Guidance-for-School-Year-2020-2021.pdf)
- California guidance:
 - <https://covid19.ca.gov/safer-economy/>
 - <https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf>
- CDC guidance: www.cdc.gov/coronavirus/2019-ncov/php/index.html



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-28d

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

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering drive-in gatherings as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4 and 11 and Appendix C-2 of Health Officer Order No. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on Wednesday, March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2020-28d

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

- 1. This Directive applies to all owners, operators, managers, and supervisors (“Drive-In Gathering Hosts”) of any business hosting Drive-In Gatherings, as set forth in Section 8 of Appendix C-2 the Stay-Safer-At-Home Order.**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Drive-In-Gatherings and Drive-In Gatherings Hosts (the “Best Practices”). Each Drive-In Gathering Host must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Attached as Exhibit B to this Directive is a list of other best practices regarding gatherings titled “Tips and Frequently Asked Questions for Gatherings” (the “Tip Sheet”) issued by the Department of Public Health. Each Drive-In Gathering Host must comply with all of the relevant requirements listed in the Tip Sheet, including as that document is updated or revised. Each Drive-In Gathering Host should regularly check online for an update to the Tip Sheet by going to www.sfdcp.org/gatheringtips.**
- 4. Each Drive-In Gathering Host, before it begins to host or operate a Drive in Gathering, or allow Personnel onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit C.**
- 5. If an aspect, service, or operation of the Drive-In Gathering is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Drive-In Gathering Host must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Drive-In Gathering Host must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Drive-In Gathering Host must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.**
- 7. Each Drive-In Gathering Host subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Drive-In Gathering Host is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Drive-In Gathering Host, any such Drive-In Gathering is subject to immediate closure and the fines and other legal remedies described below, as a**



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violation of the Stay-Safer-At-Home Order.

8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Drive-In Gathering: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Drive-In Gathering Host. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Drive-In Gathering Host must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Drive-In Gathering Host under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Drive-In Gathering Host must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

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

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-28d (issued 3/2/21)

Best Practices for Drive-In Gathering Hosts

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

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

- 1.1.** All Drive-In Gatherings must be provided entirely outdoors in an area large enough to accommodate all distancing requirements of this Directive. Drive-In Gatherings may not be provided in closed or semi-closed parking structures unless, for example, the Drive-In Gathering occurs entirely on the top floor of a parking structure that has no roof or ceiling above it.
- 1.2.** Each Drive-In Gathering is limited to a maximum of 100 vehicles. But if the space used for a gathering cannot accommodate 100 vehicles while meeting all distancing requirements of this Directive, then fewer vehicles are allowed.
 - 1.2.1.** Tickets or invitations to a Drive-In Gathering must be sold or issued before a gathering begins, onsite box-office sales are prohibited. Hosts are strongly encouraged to use online or touchless reservation, payment, and ticketing systems. Participants must be informed during the ticketing or reservation process of their obligation to stay home if they are experiencing or have experienced any COVID-19 symptoms during the preceding 24 hours. For the current list of symptoms, please go to <https://www.sfdph.org/dph/files/ig/Guidance-Symptoms.pdf>.
- 1.3.** It is strongly recommended that food and beverage concessions be sold through an online or remote ordering system with concessions delivered directly to ordering vehicles. Alcohol may not be sold at a Drive-In Gathering event. Participants should use touchless payment options when feasible. No equipment or other items may be shared among persons from different Households. Drive-in Gatherings may offer in-person purchase and pickup of concessions only if the Drive-in Gathering operator:
 - 1.3.1.** Creates a clearly designated area for purchase of concessions with separate entrances and exits that facilitate physically distanced ingress and egress,
 - 1.3.2.** Ensures that enough space is available in the concessions area so that people from different Households can maintain six feet of physical distance at all times,
 - 1.3.3.** Uses signage, tape, physical barriers such as rope stanchions, or other indicators to clearly mark areas where Patrons may queue so that physical distancing requirements are met at all times,
 - 1.3.4.** Employs a strict metering system (such as by designating times during which Patrons from small groups of vehicles may obtain concessions) to ensure that all Personnel and Patrons in the designated concessions area maintain physical distance and wear Face Coverings at all times,



- 1.3.5.** Ensures that Patrons do not eat or drink in the concessions area, do not gather or queue outside the concessions area, and immediately return to their vehicles after picking up their items (no chairs, benches, tables or other furniture used for sitting or eating and drinking are permitted in or near the concessions area), and
- 1.3.6.** Otherwise follows all applicable requirements of Health Officer Directive 2020-10 (Curbside Retail).
- 1.4.** Up to six live speakers, performers, or other presenters (each a “Performer”) may perform during a Drive-In Gathering. Each live Performer must wear a Face Covering at all times and must maintain a minimum of 6 feet of physical space from others while performing. Any Performer who engages in singing, chanting, yelling, or raising their voice or playing a wind instrument must maintain at least 12 feet of physical space from others while singing, chanting, yelling, or raising their voice or playing the wind instrument. Only one performer may sing, chant, yell, raise their voice, or play a wind instrument at any given time. For more details regarding restrictions on Performers, including a requirement to cover the bell or holes of wind instruments, see the Tip Sheet, available online at www.sfc-dcp.org/gatheringtips. Performances may be live-streamed in accordance with the Stay-Safer-At-Home Order.
- 1.5.** Four wheeled vehicles are permitted, including convertible cars and pickup trucks. Bicycles and motorcycles are not permitted at this time.
- 1.6.** Occupants of a vehicle must be members of the same Household and may not change vehicles during the event.
- 1.7.** Face Coverings must be worn at all times a participant is outside a vehicle in accordance with Health Officer Order C19-12d issued December 22, 2020 and as it may be amended (the “Face Covering Order”).
- 1.7.1.** Face Coverings must be worn whenever a participant is sitting in their vehicle with the windows or convertible top open or sitting on the outside part of their vehicle, such as sitting in the bed of a pickup truck.
- 1.7.2.** Face Coverings must be worn at all times when interacting with Personnel (such as when Personnel approach a vehicle to serve concessions).
- 1.7.3.** Face Coverings are not required while seated in a vehicle with the windows closed or while eating or drinking.
- 1.8.** Participants must remain within the bounds of the four wheels of their vehicle at all times except to access concessions, use the restroom, or during an emergency. For clarity, participants may sit in the bed of a pickup truck or on some portion of the vehicle, but their entire bodies and all personal property must remain within the bounds of the four wheels of the vehicle. For further clarity, participants may not use awnings, trailers, or other objects to expand the bounds of their vehicle. Vehicle windows may be left open during the Drive-In Gathering if all occupants of the vehicle are wearing Face Coverings.
- 1.9.** Drive-In Gathering Hosts must not design an event that requires or otherwise encourages simultaneous cheering, yelling, singing or other use of raised voices. Participants are strongly encouraged to avoid raising their voices such as by cheering, yelling, or singing.



Applause is allowed.

- 1.10.** Vehicles must remain stationary for the duration of the Drive-In Gathering and must be parked with enough space so that participants and Personnel can maintain a minimum of six feet of physical distance from others at all times including, for example, when participants are exiting their vehicle to use the restroom or access concessions. Drive-In Gathering Hosts must reserve adequate space for emergencies, including space for emergency vehicles to safely enter, access, and exit the venue. This means that many or all vehicles may need to be parked more than six feet apart.
 - 1.10.1.** Drive-In Gathering Hosts must develop a written social distancing, capacity and spacing plan prior to any Drive-In Gathering to ensure adequate space exists for safe movement during an emergency and that Personnel and participants can maintain six feet of distance at all feasible times including when participants exit their vehicles to use a restroom and when Personnel are walking among vehicles to serve concessions. Drive-In Gathering Hosts must maintain a physical copy of the social distancing, capacity and spacing plan and must provide the plan to any public official carrying out inspection or enforcement duties upon request.
 - 1.10.2.** Educate Personnel about spacing requirements and capacity limits. Require Personnel to enforce restrictions by, for example, ensuring vehicles park in accordance with the social distancing, capacity, and spacing plan.
 - 1.10.3.** Ensure that the plan addresses, and Personnel are taught, about how traffic flow into and out of the performance or event can be managed so as to maintain order, safely check tickets, avoid confusion, minimize chaotic traffic after the event, etc.
- 1.11.** Any restrooms or other high touch objects or surfaces must be sanitized regularly. If restrooms are not equipped with sinks, washing stations must be available. All sinks or washing stations must be equipped with adequate soap, water, and paper towels. Hand sanitizer dispensers should be placed conveniently around the venue for use by Personnel or participants.
 - 1.11.1.** Require Personnel to regularly clean and disinfect high touch areas and surfaces including door handles, faucets, and toilets throughout the day or event following CDC guidelines found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Provide Personnel adequate time and space to complete all sanitation duties. Disinfecting products must be approved for use against COVID-19 on the Environmental Protection Agency (EPA) – approved list found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Outdoor Gyms must follow all product and safety instructions.
- 1.12.** Drive-In Gatherings must operate in compliance with all laws, regulations, and applicable permitting requirements. For gatherings of more than 10 vehicles, the Host must provide security to maintain safety and ensure compliance with this Directive. The amount of security necessary shall be determined by the entity providing security and must be at least the amount deemed necessary to maintain safety and ensure compliance with this Directive and any other applicable orders or directives of the Health Officer.
- 1.13.** Drive-In Gatherings must address the potential hazards that result from operating outside, including: (1) ensuring participants' safe ingress and egress into the space taking into



account pedestrians and traffic moving adjacent to the venue, (2) ensuring use of electrical devices and extension cords in compliance with Cal/OSHA's Guide to Electrical Safety; (3) ensuring there are no tripping hazards from cords or other equipment; and (4) the issues listed in Section 1.10.3 above.

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

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



Tips and Frequently Asked Questions for Gatherings

UPDATED March 02, 2021

ALERT: Remain Cautious

In alignment with the State's recommendations, San Francisco is reopening at the State's Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there **remains a risk that people who you come into contact with may have COVID-19**. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that **some of these variants are more likely to cause serious illness and death in unvaccinated people**. The opening of sectors does not necessarily signify that these activities are "safe."

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don't live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don't live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

AUDIENCE: Hosts, organizers and participants of gatherings of people from more than one household. This information does not apply to gatherings of people living together in a single household.

BACKGROUND: San Francisco Health Directives allow people in different households to gather, with restrictions to prevent spread of COVID-19. This tip sheet cover frequently asked questions about how to safely organize, host, and participate in gatherings of people from different households.

The Directives and associated documents are available on the [Health Directives page](#) under Gatherings.

- Directive 2020-19 – Outdoor Gatherings
- Directive 2020-28 – Drive-In Gatherings
- Directive 2020-34 – Indoor Worship

Additional guidance can be found at www.sfgdcp.org/covid19.



Changes to this FAQ since the Nov. 29 Version:

- Refer to the Business Capacities and Activities Table or BCAT ([English](#), [Chinese](#), [Spanish](#), [Tagalog](#), [Vietnamese](#), [Russian](#)) for all current restrictions, limitations and suspensions: any changes made on the Table override the conflicting information in this document.
- CA Notify: Help stop the spread of COVID-19 using your smartphone
- COVID-19 Vaccine Information
- How does COVID-19 spread?: If you’re feeling symptoms, stay home, and get tested
- Ventilation signage must be posted including new employee breakrooms requirement
- Added guidance on Food Concessions at Drive-In Gatherings

Overview of Types of Gatherings

| GATHERING TYPE | | DESCRIPTION OF GATHERING |
|----------------|--|--|
| <i>Outdoor</i> | Outdoor Meal Gatherings | Gatherings where eating or drinking take place |
| | Outdoor Special Gatherings | Political protests; Religious services or ceremonies, including wedding ceremonies and funerals, but not receptions; |
| | Small Outdoor Gathering | All other types of outdoor gatherings (e.g. receptions, gatherings at a park, hosted tours) |
| | Drive-in Gatherings | In vehicles (e.g. for movie) |
| <i>Indoor</i> | Indoor Religious and Cultural Ceremonial Gatherings | Indoor religious and cultural ceremonies, including wedding ceremonies and funerals but not receptions |



Frequently Asked Questions

How Does COVID-19 Spread?

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

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

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

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

How can we help slow the spread of COVID-19?

CA Notify – another way for us to stop the spread

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

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity. CA Notify is available through Apple and Google. See canotify.ca.gov for more information.



What do we know about the COVID-19 Vaccine?

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California's own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and effectiveness of all COVID-19 vaccines. **Strongly encourage all personnel to get vaccinated.** Although the first vaccines that were available are estimated to be about 95% effective in preventing sickness from COVID-19 when someone is infected, we do not know how common it is for vaccinated people to get the virus and spread COVID-19 to others. Those who have received the COVID-19 vaccine are probably less likely to get COVID-19, but it is not guaranteed. Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

How can I stay as safe as possible at a gathering?

- Wear a face covering or mask at all times. A face covering is required at all gatherings outside the house.
- Stay for a shorter period of time. The less time you spend with people you don't live with, the safer it is.
- Stay 6 feet away from people outside your household.
- Avoid activities or sports unless you can stay 6 feet away from people outside your household. Sports and exercise are higher risk because people produce more respiratory droplets when they are breathing harder. If you're going to engage in sports with people outside your household, you must follow all applicable guidance including the stay at safe home order [C19-07](#) and directive [2021-01](#).
- Stay away from activities like singing, chanting, shouting, and playing wind or brass instruments. These activities produce many more respiratory droplets, increasing the risk of COVID-19. If you must participate in or be near people who are singing, chanting, shouting or playing wind instruments, see "How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"
- Wash or sanitize your hands frequently. Bring your own hand sanitizer to gatherings where there will be no place to wash or sanitize your hands.
- Consider staying home if you are at higher risk of serious illness from COVID-19 due to your age or medical conditions. See <https://www.sfdcp.org/vulnerable> for a list of groups at higher risk.
- Keep others safe: don't attend if you are or a family member feels ill or has COVID-19 like symptoms. For a list of symptoms, see <http://www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf>
- People at risk for severe illness with COVID-19, such as unvaccinated older adults and unvaccinated people with certain medical conditions, as well as those who live or care for them are strongly discouraged from participating in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.
- Get a flu vaccine. Preventing influenza is especially important during the COVID-19 epidemic because people who have flu and COVID-19 at the same time much more likely to die.



As a business or organization hosting a gathering, what must I do?

- Complete, maintain, and implement the following documents:
- A Health and Safety Plan for the type of gathering, including COVID-19 screening for all personnel (www.sfdcp.org/screening-handout) and participants (www.sfdcp.org/screeningvisitors). The Health and Safety Plan must be provided to Host Personnel, available to participants, and posted at the physical entrance where the Host operates. See www.sfdph.org/dph/alerts/coronavirus-health-directives.asp to find the correct link for your gathering.
- A **SFDPH Social Distancing Protocol** including a plan to clean and disinfect high touch surfaces such as seating, doors, and others before each Gathering (see [SFDPH Cleaning/Disinfection Guidance](http://www.sfdcp.org/covidcleaning), posted at www.sfdcp.org/covidcleaning).
- **Signage on reporting violations of COVID-19 Health Orders.** Beginning on Nov. 10, Host Businesses or organizations are required to post signs in employee break rooms or areas informing employees of the right to report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage needs to state that employee's identity will remain anonymous. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- Keep a record of people at your gathering, in case someone is later found to have COVID-19. People with COVID-19 can infect others up to 2 days before they develop symptoms or test positive. Hosts must help public health authorities in contact tracing efforts in case an attendee develops COVID-19. We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease.
- Keep the attendance/schedules of all personnel at your organization for up to three weeks.
- Consider maintaining a list of participants willing to voluntarily provide their names for three weeks after an event. Any lists should be discarded after three weeks (unless your business keeps such records in the ordinary course of business).
- Try to maintain an up-to-date contact list to alert attendees in the event of potential exposure.
- For more information, see <https://covid19.ca.gov/contact-tracing>.
- Follow SFDPH's guidelines on "[COVID-19 Positive At Workplace](http://www.sfdph.org/covid19/positive-at-workplace)" if someone at your gathering tests positive for COVID-19.

If you are hosting an Indoor Religious/Cultural Gathering, you must adhere to the changes made on the Business Capacities and Activities Table (BCAT) as well as:

- **Post signs about the increased risk of COVID-19 indoors.** Post SFDPH Approved Signage, stating:
 - That COVID-19 is transmitted through the air and that indoor settings carry a much higher risk of infection.
 - That seniors and those with health risks should avoid indoor settings with crowds.
 - The maximum capacity of the space and the maximum capacity currently permitted under the Stay-Safer-At-Home Order.



- Post Ventilation signage at public entrances and all break rooms indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above
- **Ensure that indoor spaces are well-ventilated.**

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

 - *removing air containing droplets and particles from the room;*
 - *diluting the concentration of droplets and particles by adding fresh, uncontaminated air;*
 - *filtering room air, removing droplets and particles from the air.*
- Comply with the ventilation protocols laid out at Section 4.i of the [Stay-Safer-At-Home Order](#), including to review and follow [SFDPH's Ventilation Guidance](#).
- Implement as many improvements in the [Ventilation Guidance](#) as feasible. Keep a hand-annotated copy of the Ventilation Guidance showing which specific improvements were considered and implemented.
- Make any necessary improvements to the ventilation of the establishment, including:
 - Increase natural ventilation by opening windows and doors when environmental conditions allow and if permitted by fire and building safety requirements. Fire doors should not be wedged or propped open.
 - **Doors and Windows** required to be kept closed for **fire/life safety purposes** are exempt. For example, fire doors must remain closed. Make sure open windows do not create falling hazards especially for children.
 - If an HVAC system is present:
 - Ensure HVAC systems are serviced and functioning properly.
 - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
 - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation ("economizer") dampers.
 - Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
 - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
 - Consider installing portable air cleaners ("HEPA filters").
 - If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual's space to another's space.



- For more information and additional resources, please see the following: San Francisco Department of Public Health (SFDPH): www.sfgdcp.org/COVID-ventilation.
- **Singing, chanting, shouting, and wind instruments are NOT permitted at indoor gatherings of any type in San Francisco.**

As a host/organizer, how else can I keep our gathering as safe as possible?

- Limit the duration of your gathering to the shortest time possible, even if it is outdoors. The shorter it is, the safer it is.
- Avoid high-risk activities such as singing, chanting, shouting, and playing wind or brass instruments, even outdoors. The activities produce large numbers of respiratory droplets, increasing the risk of COVID-19. See more under *"How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"*
- Promote flu vaccination. Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Post signage to encourage flu vaccine among personnel and participants. Find out more information at <http://sfgdcp.org/flu>.

What else can I do to decrease the risk of our indoor gathering?

In addition to the measures laid out in *"How can I keep a gathering as safe as possible?"*

- Make sure that personnel and participants are aware that indoor gatherings are much higher risk for COVID-19 than outdoor gatherings, so they can decide if they can safely attend.
- Consider making changes to minimize crowding and make physical distancing easier for people from different households. Examples include moving podiums, creating physical barriers, taping off or moving seating, identifying entrance and exits, indicating walking paths in areas where participants pray or kneel on the floor, prohibiting access to common areas.
- Make changes to minimize touching of high-touch surfaces, for example, by keeping bathroom doors propped open to minimize touching of door handles.
- Make hand sanitizer or handwashing stations available at entrances and exits.
- Discontinue use of shared water vessels, fonts, fountain, and sinks for ceremonial purposes.
- Regularly clean and disinfect common and high touch areas, including bathrooms.

Can I host more than one gathering on the same day?

Yes, as long as you schedule gatherings far enough apart that participants from different gatherings do not mix, and you can clean/disinfect high-touch areas between gatherings.

- Hosts must separate outdoor gatherings by at least 20 minutes and indoor gatherings by 30 minutes between gatherings, to allow time for participants to exit and for personnel to clean/disinfect.
- Between gatherings, personnel must:



- Clean and sanitize high-touch surface;
 - Clean, sanitize and/or replace any items of clothing that became soiled or contaminated with bodily fluids before using them for a later gathering;
 - Thoroughly wash or sanitize their hands.
- Hosts may not hold more than one Outdoor Gathering at a single location at the same time.
 - Hosts may not hold both indoor and outdoor gatherings simultaneously to allow for more people to attend a gathering (e.g. indoor and outdoor wedding or funeral).

Can I hold more than one indoor worship or cultural ceremonial gatherings at the same time in a large facility?

Yes, you may hold simultaneous or overlapping indoor gatherings if all of the following conditions are met:

- Each gathering must be held in its own, physically separate space, either in different buildings, or in different rooms separated by sealed floor-to-ceiling walls. Partitions may not be used to divide an indoor space for two different gatherings.
- Participants from different gatherings are not allowed to mix.
- Different gatherings must use separate entrances and exits. If only one shared entrance and exit exist, the Host must ensure participants from different gatherings do not enter or exit at the same time, for example, by staggering start and end times.
- Personnel and participants must not move between gatherings.
- The host must develop a written plan to describe how they will keep people in different gatherings from mixing, as outlined in Section 4.1.3 of the Indoor Worship Directive.
- In general, keep the areas that are not reserved for an indoor gathering closed to participants, unless expressly permitted under the Stay-Safer-At-Home Order.

Can personnel who are not involved in a gathering work on-site while a gathering is taking place?

Yes. Personnel are allowed to work inside the facility while multiple indoor gatherings occur as long as staff follow rules for [the Business Operating Office Facilities Directive](#) and [Stay-Safer-At-Home Order](#).

Can we eat or drink at gatherings?

Yes, in some cases. Eating and drinking are permitted at **Outdoor Meal Gatherings**, at **Drive-In Gatherings**, and as part of **Religious or Faith-based Ceremonies**, as long as it is done in a way that minimizes the risk of COVID-19 transmission.

- Eating and drinking may not take place when personnel and/or participants are within 6 feet of one another, since face coverings must be worn when people are within 6 feet.
- Avoid hand-to-mouth contact between different people. Respiratory droplets from one person's mouth can land on the other person's hand, increasing the risk of COVID-19 transmission.
- As an example, communion rituals could have the priest and participants masked at all times, with the participants receiving communion in the hand and moving away from others to briefly lower their mask



to place the sacramental bread on the tongue (see example video: www.youtube.com/watch?v=Q8tg8A5jmP0).

- People from different households should not drink out of the same glass or cup. They also should not share utensils. If glasses, cups, or utensils are shared, they must be disinfected between households, and anyone handling the shared item must also wash or disinfect their hands.
- Self-service food, potlucks, or family-style eating with shared serving plates or drink dispensers are not allowed.

Must we wear masks/ face coverings all the time?

- You must wear masks as specified in the Face Covering Order.
- Proper use of face coverings is even more critical when in higher risk gatherings, such as indoors.
- Face coverings may be removed briefly while eating or drinking, however proper social distancing should be maintained. If removing face coverings/masks is deemed as essential in a ritual or ceremony, a person may briefly remove their face covering only if they (1) maintain social distance and do not speak, recite, chant, shout or sing; or (2) isolate themselves from all other people to speak or recite, such as by speaking inside an enclosed chamber or behind a plastic or glass partition or face shield no more than 12 inches from the mouth of the speaker and greater than 12 feet away from others.

What about camping, cookouts, or BBQs?

- Bring your own supplies including soap, disinfectants, hand sanitizer, paper towels, etc.
- Do not share BBQs or outdoor grilling stations with people outside of your household. Clean all stations frequently.
- If camping with people from outside your household, consider self-isolating for 14 days before and after if you will be in close contact with people you are camping with.
- “Close contact” is defined by the CDC as being within 6 feet of an infected person for a cumulative total of 15 minutes over 24 hours) starting from 2 days before the illness starts (for people without symptoms, this means 2 days before they were tested; www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact).

Can we sing, chant, shout, or play wind instruments at our gathering?

Outdoor Special Gatherings and **Drive-In Gatherings** may have singing, chanting, shouting or wind instruments, if all of the following conditions are met:

- Only **1 performer** may sing, chant, shout, or play a wind instrument at any given time.
 - The person performing the voice/wind activity must be at least **12 feet** from any other person.
 - The person singing, chanting, or shouting must wear a Face Covering at all times.
 - The wind instrument’s bells and/or openings where air/sound exit must be covered with a mask/other fabric at all times.
 - Group singing, chanting, shouting, or wind instrument playing is **not** allowed.



- When these activities are allowed, consider the following to reduce risk:
 - Ensure the performance is in a large, well ventilated area (see www.sfgdcp.org/COVID-ventilation).
 - Minimize the amount of time engaged in these activities.
 - Consider using amplifiers to be able to sing, chant, yell, or play wind instruments more quietly, producing fewer respiratory droplets.
 - Consider a physical barrier between the performer and others.
 - Have performers position themselves so that voices and air exiting from instruments is directed from Participants (for example, in silhouette).
 - Encourage performers to get tested for COVID-19 as close to the performance date as possible, accounting for the turnaround time for the test. People can get tested by their regular healthcare provider or at CityTestSF (<https://sf.gov/citytestsf>).
 - Take special care to ensure that performers do not have symptoms of COVID-19 and are not “close contact” of someone with COVID-19. See www.sfgdcp.org/screeningvisitors.
 - For wind/brass instruments:
 - Performers must be masked at all times as much as possible when not performing.
 - Instruments must not be shared among individuals of different households.
 - If relevant to the instrument, performers should use a large, thin, plastic-lined pad on their chest and lap to collect spit.
- For **Drive-In Gatherings**, up to **6 performers** may perform, however only **1** may sing, chant, shout, or play a wind instrument. For example, 5 people in a 6-person band may play string and percussion instruments 6 feet from each other, with the 6th band member singing or playing a wind instrument, following the guidance above.

At a drive-in gathering, can the host sell food and drinks to the audience?

Host may sell food and drinks to audience in a drive-in gathering. DPH recommends that food and drinks be ordered online and delivered directly to the vehicles. In-person purchase and pickup of food and drinks may be allowed if the host can:

- Set up a separate designated space for in-person purchases;
- Use signage and physical barriers (such as tape, ropes, marks) as well as develop a metering system to ensure patrons and Personnel can maintain six feet of physical distancing at all times;
 - A metering system can be as simple as designating time slots for vehicles from different groups to pick up food and drinks.
- Ensure patrons do not eat or drink around the designated space, do not gather or queue outside the designated area, and immediately return to their vehicles after picking up their items.
- Please follow the guidelines outlined in the [Directive 2020-28](#) for key restrictions.



Resources

Useful COVID-19 Resources to keep checking:

- San Francisco guidance: www.sfdcp.org/covid19
- FAQ General Ventilation: www.sfdph.org/dph/files/ig/FAQ-General-Ventilation.pdf
- 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>
- Religious Schools for Youth and Daycare Arrangement at House of Worship guidelines:
 - [2020-14-Guidance-Childcare.pdf \(sfdph.org\)](http://www.sfdph.org/2020-14-Guidance-Childcare.pdf)
 - [Reopening TK-12 Schools for In-Person Instruction Interim Guidance for School Year 2020-2021 \(sfdph.org\)](http://www.sfdph.org/Reopening-TK-12-Schools-for-In-Person-Instruction-Interim-Guidance-for-School-Year-2020-2021.pdf)
- California guidance:
 - <https://covid19.ca.gov/safer-economy/>
 - <https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf>
- CDC guidance: www.cdc.gov/coronavirus/2019-ncov/php/index.html

Health Officer Directive No. 2020-28d (Exhibit C) Health and Safety Plan (issued 3/2/21)

Each Drive-In Gathering Host must complete, post onsite and online, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

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

- Confirm that you are familiar with and have implemented all requirements set forth in Health Officer Directive No. 2020-28d, available online at: www.sfdph.org/directives, including the Tips and FAQs for Gatherings, available at www.sfcddcp.org/gatheringtips.
- Complete any necessary adjustments to the layout of the Drive-In Gathering space to allow for proper social distancing including adequate distance for emergency ingress, access, and egress.
- Obtain any necessary permits needed for the Drive-In Gathering.
- Complete evaluation of electrical safety and implemented all required precautions.
- Develop a plan to ensure Personnel and participants comply with Social Distancing Requirements and to limit the number of vehicles at the Drive-In Gathering.
- Require participants to remain in their vehicles at all times except when using the restroom, accessing concessions, or during an emergency. If feasible, ensure that any concession sales are conducted remotely and delivered to each vehicle. If patrons are personally purchasing or picking up concessions, ensure that physical distancing is monitored and enforced at or near the point of purchase, that Face Coverings are worn by everyone at all times, and that no food or beverages are consumed except when seated in or on vehicles.
- Require patrons to wear a Face Covering or alternative Face Covering at all times unless seated in a vehicle with the windows closed or when seated in a vehicle while eating or drinking. Ensure that Personnel wear Face Coverings at all times as provided in the Face Covering Order.
- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Ensure that patrons are sent the list of COVID-19 symptoms described in the Social Distancing Protocol of Exhibit A and are told not to attend if they have symptoms.
- Provide hand washing stations or hand sanitizer at convenient locations throughout the Drive-In venue.
- Implemented all sanitization requirements as described in Directive 2020-28d and the Social Distancing Protocol.
- Ensure that Personnel have access to cleaning supplies.
- Ensure that high-touch surfaces in bathrooms or other common areas are cleaned and disinfected routinely throughout the day or event.
- Post signage reminding customers of their obligations to remain in vehicles, maintain social distance, wear a Face Covering, and wash or sanitize hands frequently.



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-22g

**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: March 2, 2021

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 4.e of Health Officer Order No. C19-07t, including as it may be revised or amended in the future, (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social



Health Officer Directive No. 2020-22g

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.**
- 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. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Higher Education Program’s on-site Personnel. If any Higher Education Program is**



Health Officer Directive No. 2020-22g

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 necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive

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

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-22g (issued 3/2/2021)

Best Practices for Higher Education Programs

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07t (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 strongly 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 strongly 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;
 - 1.4.2.** Include protocols for addressing an outbreak among students or Personnel as required by SFDPH guidelines. For more details, see: <http://www.sfdcp.org/covid19-positive-workplace>; and
 - 1.4.3.** A statement of how the Higher Education Program intends to prevent and address violations of COVID-19 safety protocols, including the terms of this Directive, by students and Personnel;



- 1.4.4.** If the Higher Education Program will be providing housing to students, a statement including (1) the number of students expected to live on campus or in other Higher Education Program-controlled housing; and (2) a statement confirming compliance with the provisions of Section 4 of this Directive concerning Higher Education Program-controlled housing, including those sections mandating occupancy limitations and strongly discouraging students from returning to San Francisco unless they are required to attend classes in person.
- 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.** All Higher Education Programs must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFPD’s guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>.
- 1.7.** Add all COVID-19 related signage to the campus as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 1.8.** Higher Education Programs that resume operations with Personnel or students on a campus or facility within San Francisco are strongly recommended to implement testing protocols for all Personnel working in person (e.g., not remotely), including, but not limited to teachers, staff, paraprofessionals, contracted janitorial staff, security, therapists, aides, essential volunteers, interns, and student teachers (“School-Based Personnel”).



Higher Education Programs should refer to the protocols for routine asymptomatic and symptomatic testing for Personnel contained in the guidance from the San Francisco Department of Public Health for Higher Education Programs attached hereto as Exhibit C.

- 1.9.** 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.
- 1.10.** 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)(ix) of Appendix C-1 of the Stay-Safer-at-Home Order.
- 1.11.** 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. C19-07t issued on March 2, 2021 and any future amendment to that order) (the “Social Distancing Protocol”).
- 1.12.** Establish a plan and implement a daily screening protocol using the standard screening questions attached to the Order as Appendix A and Attachments A-1 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.
- 1.13.** Require all persons on campus to wear Face Coverings as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”). Higher Education Programs are responsible for communicating with Personnel and students about Face Covering requirements and enforcing those requirements on campus. Personnel and students who are subject to an exemption from the Face Covering Order may not participate in either outdoor or indoor in-person 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 in-person instruction.

- 1.14.** 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
- 1.15.** Personnel and students must follow San Francisco Health Officer Orders regarding self-quarantine after travel outside of the San Francisco Bay Area. Higher Education Programs are strongly encouraged to require students quarantine for 10 days upon return to San Francisco from non-essential travel outside the State or Bay Area.
- 1.16.** 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.
- 1.17.** 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.
- 1.18.** Develop a plan for routine and safe cleaning of spaces controlled by the Higher Education Program, including:
 - 1.18.1.** Clean and disinfect frequently touched surfaces such as door handles, light switches, sink handles, hand railings, tables, and elevator buttons throughout the day.
 - 1.18.2.** Use disinfectant products that are approved for use against the virus that causes COVID-19 from the EPA-approved List "N."
 - 1.18.3.** Ensure proper ventilation during cleaning and disinfecting by, for example, opening windows where possible.
 - 1.18.4.** Plan cleaning only when occupants are not present and fully air out the space before people return.
- 1.19.** 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.
- 1.20.** 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.
- 1.21.** 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.



1.22. 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.

1.23. Higher Education Programs must take all feasible steps to ensure that Personnel and students comply with all applicable Health Officer orders and directives regarding indoor and outdoor gatherings, including gatherings allowed as Additional Activities in Appendix C-2 of the Stay-Safer-at-Home Order, and any future amendments to the Stay-Safer-at-Home Order. Higher Education Programs must prohibit impermissible gatherings on campus or other property under the control of the Higher Education Program. Higher Education Programs are strongly encouraged to create a plan for addressing student and Personnel misconduct that violates the terms of this Directive or the Health Officer's Stay-Safer-At-Home Order.

1.24. Cafeterias and other eating establishments on campus must comply with the Health Officer 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. Indoor classes or courses of any kind involving two or more people (including the teacher or instructor) are permitted only if the class or course: (1) cannot be held remotely or outdoors due to the need for access to specialized equipment or indoor space; and (2) is offered in a specialized indoor setting whose design imposes substantial physical distancing on participants.

2.2. The maximum capacity for each class or course held indoors is limited to the **lesser** of: (1) 25% the facility's maximum occupancy limit or (2) the number of people who can maintain at least six feet of physical distance from each other in the facility at all times. Classes or courses that train students to provide essential functions or services relating to the protection of public health or safety or Essential Governmental Functions ("Core Essential Classes") are not subject to the 25% occupancy limit.

2.3. Indoor lectures are prohibited because they may be held remotely.

2.4. Prior to offering indoor courses or classes, the Higher Education Program must prepare and post a Prevention Plan as required by Section 1.4 above and containing the following additional information:

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

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

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



- 2.4.4.** 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>
- 2.4.5.** 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;
- 2.4.6.** 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;
- 2.4.7.** A plan for educating students about COVID-19 risks and mitigation strategies; and
- 2.4.8.** 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.
- 2.5.** 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>.
- 2.6.** 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. Higher Education Programs that seek to offer indoor courses exceeding the two-hour limit must submit a written request to do so at schools-childcaresites@sfdph.org. The request must include the following information: (1) the type of class(es) the Higher Education Program is seeking to hold that will exceed the two-hour time limit; (2) the number of students proposed for each class; (3) an explanation as to why the class cannot be limited to two-hours, such as any State-mandated course requirements; (4) a statement that the Higher Education Program is enforcing social distancing and Face Covering requirements; (5) a statement that the program is complying with SFDPH's ventilation requirements; and (6) a statement that students will not be permitted to eat or drink in any class exceeding the two-hour time limit. Higher Education Programs may exceed the two-hour limit only upon receiving approval in writing by SFDPH and upon satisfying any conditions of approval.
- 2.7.** 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.
- 2.8.** 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.
- 2.9.** 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.

2.10. Participants, including students and instructors, may temporarily remove their Face Coverings as necessary for a component of and indoor class or course that requires removal as part of the instruction. Participants must replace their Face Covering as soon as possible. Only one participant at a time may remove their Face Covering.

2.11. If the indoor Higher Education Program involves the preparation or consumption of food or drink items, the Higher Education Program must also comply with the additional requirements of Directive 2020-16 (Indoor Dining) and any future amendments to that directive. To clarify, only one participant at a time may remove their Face Covering and participants must maintain at least six feet of distance from others outside their own household at all times.

2.12. Indoor Higher Education Programs involving education for Personal Services must also comply with the additional requirements of Health Officer Directive 2020-30 (Indoor Personal Services) and any future amendments to that directive, including those provisions regarding the provision of services to persons who must remove their Face Covering.

2.13. Higher Education Programs involving instruction for healthcare or healing arts providers are governed by Health Officer Directive 2020-20 (Ambulatory Care and Healing Arts) and any future amendments to that directive. Where the terms of this Directive conflict with Directive 2020-20, the terms of that directive apply.

2.14. Indoor instruction where more than one person is present 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, including lectures, outdoors in groups of no more than 25 people participating in the class, excluding instructors or other personnel (“Outdoor Instruction”). Where feasible, Outdoor Instruction should be offered rather than indoor classes. 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 except as otherwise permitted herein.



- 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. Participants, including students and instructors, in Outdoor Instruction may temporarily remove their Face Coverings as necessary for a component of the class or course that requires removal as part of the instruction. Participants must replace their Face Covering as soon as possible. Only one participant at a time may remove their Face Covering. Outdoor Instruction that requires participants to remove their Face Coverings for prolonged periods of time are not permitted.
 - 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 and lounges. Gyms may reopen if they are able to comply with the applicable directives, Directive 2020-27 (outdoor) and 2020-31 (indoor).
- 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 except as otherwise permitted under the Stay-Safer-at-Home Order.
- 4.9. Unless 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. 2020-22g (Exhibit B)
Health and Safety Plan (issued 3/2/2021)

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. 2020-22g, 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.
- Reviewed and implemented applicable guidance regarding ventilation for all indoor areas used by the Higher Education Program.
- Added all required signage to entrances and employee break rooms.
- 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 March 2, 2021

The following guidance was developed by the San Francisco Department of Public Health (SFDPH) for local use, and will be posted at <http://www.sfcddp.org/CovidSchoolsChildcare>.

AUDIENCE: Educators, administrators and support staff of Higher Education Programs as well as students, contractors and other personnel at these programs. For 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) including universities and colleges, adult education programs such as those offering vocational training courses, career pathway educational programs, job skills training or adult English as a Second Language (ESL) classes.

This guidance does not apply to TK-12 schools or other programs for children.

Summary of Revisions Since the 12/6/2020 Version

- Expanded indoor and outdoor in person instruction
- Added links to information on COVID-19 vaccines
- Updated guidance on face coverings to allow for temporary removal if required for instruction
- Updated section on surveillance testing
- Updated links to guidance on gyms and fitness groups
- Updated content on cleaning and disinfection
- Higher Education Programs must take all feasible steps to ensure that any gatherings on campus or other property under the control of the Higher Education Program comply with the Health Orders and Directives.

Outdoor and indoor in-person classes and courses are allowed to operate with certain requirements AND if they comply with the Safer Social Interactions during COVID-19 guidance at sfcddp.org/safersocial

PURPOSE: To provide guidance on health and safety practices needed to safely operate in-person, on-site instruction at Higher Education Programs.

BACKGROUND:

Although young adults are at low risk of **severe** COVID-19 compared to older adults, colleges and universities where students live on campus are an especially high-risk setting, with outbreaks occurring across the country. Since COVID-19 in young adults may be undetected because symptoms are absent or

Throughout this guidance, the colored boxes will be routinely updated to be consistent with [Health Orders](#) and [Directives](#) currently in effect. The red boxes indicate changes as of March 2, 2021 for the red tier.

mild, this group can be a significant contributor to community transmission, resulting in spread of infection to older adults and other vulnerable groups. This is why preventing the spread of COVID-19 at higher education programs and promoting safe personal behaviors by all students and staff on- and off-campus is crucial.

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



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COVID-19 Information

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

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

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

COVID-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact](#). To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don’t live in your Household.
- [Wear a Face Covering](#). Cover your mouth and nose with a Face Covering in public settings and when around people who don’t live in your Household.
- Routinely [clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). **Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home.**

COVID-19 Vaccines

Covid-19 vaccines are one of the most important ways to end the pandemic. Find out more at <https://www.sfcdcp.org/vaccine>. All staff in colleges, universities, junior colleges, community colleges, and other postsecondary education facilities who are at risk of occupational exposure to SARS-CoV-2 through their work in any role are eligible as part of the Education and Childcare Settings prioritization tier. Students employed through their Higher Education Program are considered staff.

Flu vaccines

Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Those over the age of 6 months are strongly encouraged to get a flu shot. Find out how to get one at <https://www.sfcdcp.org/flu>



Indoor Risk

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

Applicability

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

The San Francisco Stay-Safer-At-Home Health Order allows Higher Education Programs to operate minimum essential business functions for the purpose of “facilitating distance learning or performing essential functions.”
The Health Order permits instruction (indoor AND outdoor) if certain requirements are met.

- 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 in-person instruction and should be accommodated with distance learning or other options if feasible.

Private Use of Indoor Facilities

When allowed by the Health Order, Higher Education Programs may permit students to privately use indoor facilities under the control of the Higher Education Program if:

- The student requires access to the facility to 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, and other personnel) is permitted access to the facility at a time;
- The facility is cleaned between each use;
- The facility is aired out between each use, such as by opening windows or doors, when feasible;
- Use of the facility must be by appointment and staggered to permit at least one hour between uses;
- Face coverings are required at all times except when performing a specific task, such as eating, drinking, or playing a wind instrument.

Private use of indoor facilities IS allowed.



Outdoor In-Person Classes

The Health Order may allow outdoor, in-person instruction involving two or more students, faculty or other personnel (see colored box to the right).

Outdoor in-person classes and courses, of any subject matter, INCLUDING lectures are allowed if they:

1. Are limited to 25 participants (excluding instructors);
2. Require the wearing of face coverings. If required by instruction, then ONE participant at a time may temporarily remove face covering;
3. Adhere to the Safer Social Interactions guidance at www.sfdcp.org/safersocial

Indoor In-Person Classes

When indoor, in-person instruction involving two or more students, faculty or other personnel are allowed by the Health Order, they must meet the following conditions:

- Completion of the [Prevention Plan Checklist](#)
- Post a [Prevention Plan](#) that includes a description of how the Higher Education Program intends to prevent and address violations of COVID-19 safety protocols by students and Personnel
- Cooperate with periodic audits by SFDPH, including allowing SFDPH inspectors access to their facilities for inspection and review of health and safety plans.

Indoor in-person classes and courses are allowed if they:

1. Require the wearing of face coverings. If required by instruction, then ONE participant at a time may temporarily remove face covering; AND
2. Are held in a setting that is limited to 25% of capacity AND which allows for at least 6 feet distancing between participants.

Indoor in-person classes and courses which train students in one of the two following “Core Essential” subjects require only 6 feet distancing (NOT subject to 25% capacity limitation):

- protection of public health or safety, including clinical services or laboratory science or
- Essential Governmental Functions, such as police academy or emergency management.
- Indoor classes involving cooking or eating food should follow any additional indoor dining guidance at www.sfdcp.org/foodfacilities.
- Indoor classes involving personal services should follow additional guidance [Indoor Personal Services](#).

If the Higher Education Program is NOT also operating indoor, in-person instruction, then the Prevention Plan Checklist is not required and the Prevention Plan does not need to be posted.

Requirements for all Higher Education Programs

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.
- 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.
 - See page 7 “Surveillance Testing for Staff” for updated guidance.
- Develop an outbreak management plan or Communicable Disease Management Plan, which includes protocols to notify SFPDH of any confirmed COVID-19 cases among students, faculty or staff and assist SFPDH as needed with contact tracing. Such a plan should include a protocol to isolate or quarantine any ill or exposed persons. The SFPDH Education Hub will provide case consultation and guidance in cases of individuals testing positive for COVID-19.
- Establish procedures to record daily schedules and attendance of all personnel and students who are in-person at your Higher Education Program. Retain these records for three weeks, for contact tracing purposes in the event of an outbreak. If your Higher Education Program does not already collect contact information for students, asking students to voluntarily provide their contact information is recommended. Find out more at <https://covid19.ca.gov/contact-tracing>
- 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.
- Establish a plan to prevent and address violations of COVID-19 safety protocols, including the terms of the Health Officer’s directive, by students and Personnel.
- If the program will be providing housing to students, maintain records concerning the number of students who are or will be living on campus and demonstrating compliance with Section 4 of the Directive 2020-22 concerning including those sections mandating occupancy limitations and strongly discouraging students from returning to San Francisco unless they are required to attend classes in person.
- Flush out the stagnant water from the plumbing lines by running water through fixtures to prevent water-borne infections such as Legionnaires' disease. See details at sfwater.org/flushingguidance.
- Ensure that any organizations affiliated with the Higher Education Program, such as off-campus clubs, fraternities and sororities, also follow these guidelines. Develop systems to enforce and hold affiliated organizations accountable for adhering to this guidance.



Quarantine residents after moving or travel to prevent COVID-19 transmission

Higher Education Programs must have a plan in place to ensure that students and staff quarantine for 10 days if they have returned to or moved to the San Francisco Bay Area from another area and engaged in activities that would put them at higher risk of contracting the virus that causes COVID-19 in that area.

- This quarantine recommendation 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.sfc-dcp.org/I&Q
Review additional guidance on travel at www.sfc-dcp.org/travel.
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 indoor or outdoor campus properties 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).
SFDPH does not recommend measuring temperatures of students and staff of Higher Education Programs. Please visit https://www.sfc-dcp.org/screening 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 page 15: "When a staff member or student has symptoms of COVID-19").

Surveillance Testing for Staff

Higher Education Programs are strongly recommended to follow current testing requirements as set forth in Health Officer Directive No. 2020-33.

All staff working in-person, which may include, instructors, paraprofessionals, contracted janitorial staff, security, therapists, aides, essential volunteers, interns, and student teachers are strongly recommended to be tested for COVID-19 on an ongoing basis as follows:

- Staff at Higher Education Programs offering in-person instruction should be tested within seven days before their first day of work at the site.
Asymptomatic staff at sites offering in-person instruction should be tested for COVID-19 as follows:

Table with 3 columns: Testing tier (Yellow/Orange, Red/Purple, Deep Purple), and corresponding testing frequency (No testing, every 2 weeks, weekly PCR or twice weekly antigen testing).



- Staff who have had COVID-19 in the last 90 days, confirmed by a lab test, are exempt from testing.
- At this time, rapid antigen testing is only recommended for twice-weekly screening testing.
- If a person without symptoms has a positive rapid antigen test, the result should be confirmed with a PCR test. If the PCR is negative, the person is considered NOT to have COVID-19. For details, see <https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/antigen-tests-guidelines.html#evaluating-test-results>
- Cal/OSHA requires that staff be tested weekly during an outbreak. Workers who are exposed on the job must also be offered testing. For more information, see <https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#testing>

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/vulnerable 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 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.

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 on-site and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- Prohibit in-person college tours or open houses.
- Staff should document all visitors to in-person classes who are not regular participants. Such records will assist with contact tracing if there is a positive COVID-19 case.

Keep instructors and students in small, stable cohorts

A cohort is a stable group that has the same people each day, stays together for classes, and avoids mixing with students or staff outside the group. 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. When in-person instruction is allowed:

- Limit cross-over of students and instructors to the extent possible. Cross-over of students between cohorts is permitted to meet students' educational needs.



- Classes must not interact with other outdoor classes or groups of people who are gathering at the same time.
- Prevent groups participating in instruction from interacting with each other, including before and after the session.
 - Groups participating in different outdoor instructions must be separated by physical distance and/or physical barriers between groups.
 - Stagger class schedules for arrival/dismissal to prevent mixing of cohorts.
 - 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.

Limit class duration

- Limit instruction to as short a duration as possible to minimize risks of person-to-person transmission. Limit mixing of cohorts, including their assigned staff.
- Higher Education Programs must prohibit students and Personnel from congregating before and after the scheduled classes and programs.

Indoor classes and programs must be **no longer than two hours**.

Higher Education Programs that seek to offer indoor courses lasting longer than two hours may submit a written request to schools-childcaresites@sfdph.org. The request must include: (1) The type of class(es); (2) The number of students proposed for each class; (3) An explanation as to why the class cannot be limited to two-hours, such as State-mandated course requirements; and (4) Statements that the Higher Education Program is: (a) Enforcing social distancing and face covering requirements (b) Complying with SFDPH's ventilation requirements, and (c) Not allowing eating and drinking in the class.

Higher Education Programs may exceed the two-hour limit only upon receiving approval in writing by SFDPH and upon satisfying any conditions of approval.

Note: no change for red tier -- last updated Dec. 6, 2020

Require face coverings

Face coverings keep people from spreading the infection to others, by trapping respiratory droplets before they can travel through the air. See guidance on "double masking" at <http://www.sfdcp.org/doublemask>.

- Require face coverings to be worn by ALL participants as much as possible
 - Keep a supply of face coverings for individuals who have forgotten to bring one.
- If required by instruction or training purposes, one participant may remove their face covering for a brief period. Only ONE person can remove a face covering at a time.



- 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.
- 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.

Physical Spaces

Mandatory Signage Requirements

- Add all COVID-19 related signage as required by Sections 4.g and 4.h of the [Stay-Safer-At-Home Order](#).
 - 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.
 - Occupancy limit signage should be posted outside of any shared indoor spaces, including bathrooms.
- The [Outreach Toolkit for COVID-19](#) includes printable resources including many of the signs required in this document such as signage about proper hygiene, social distancing, Face Coverings, health screening, the risks of indoor transmission, testing and getting vaccinated for the flu.

Ventilation

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

- Removing air containing droplets and particles from the room,
- Diluting the concentration of droplets and particles by adding fresh, uncontaminated air, and
- Filtering room air, removing droplets and particles from the air.



Ensure that rooms or spaces that are shared with people from different households have good ventilation and that doors and windows are open, if possible.

Make Necessary Ventilation Improvements, If Feasible, Including

- HVAC systems (if one is present)
 - Ensure HVAC systems are serviced and functioning properly.
 - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
 - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation (“economizer”) dampers.
 - Disable “demand controls” on ventilation systems so that fans operate continuously, independently of heating or cooling needs.
 - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
- Increase natural ventilation by opening windows and doors when environmental conditions and building requirements allow.
- Consider installing portable air cleaners (“HEPA filters”).
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual’s space to another’s space.

Instruction Spaces

Outdoor instruction is generally safer than indoor instruction due to increased air flow, increased opportunities for social distancing, and increased dispersal of infectious virus. The following applies to both indoor and outdoor instructional spaces.

- Hold smaller classes in larger spaces. Limit capacity to maintain 6 feet social distancing between people.
- Outdoor spaces may be covered with a tent, canopy, or other shelter, as long as the shelter complies with: (1) CDPH’s November 25, 2020 guidance regarding [Use of Temporary Structures for Outdoor Business Operations](#); and (2) SFDPH’s guidance on [Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19](#). 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 partitions.
- 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, and only by one person at a time.

Housing under authority of a Higher Education Program

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, is a type of congregate housing. SFPDH has also issued [guidance on shared laundry facilities](#) and [ventilation](#) that should be reviewed by Personnel implementing the campus housing program.

- Campus housing should prioritize those with limited housing options, including those with difficulty accessing virtual learning.
- SFPDH 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. Programs may not discriminate against students who choose not to have a roommate, including that they may not be penalized financially.
- Individuals with high risk medical conditions must maintain single occupancy.
- When there are two residents per room, ensure at least six feet between beds, and require residents sleep in opposite directions (head to foot).
- Face coverings are required by ALL when in common areas.
- 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. A dormitory unit, or bedroom, constitutes a household unit and the Stay Safer at Home Health Order does not allow indoor gatherings of individuals from different households. Create a plan for preventing and addressing misconduct that violates any of the Health Officer's COVID-19 Orders or Directives.

Bathrooms

- Minimize the number of residents per bathroom. When shared bathrooms are used, Limit occupancy to maintain distancing.

Quarantine or Isolation in Campus Housing

- 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.
- 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.

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.



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 shared supplies and equipment between students.

Cleaning and Disinfection

[Follow CDC guidelines on cleaning and disinfecting facilities](#) and [Interim Guidance: Cleaning and Disinfection for Non-Healthcare Businesses and Workplaces](#), including:

- Clean frequently touched surfaces daily. Routine cleaning focuses on frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets and faucets. Routine disinfection is not necessary.
- When cleaning after a suspected or known case of COVID-19 **use the same cleaning agents and disinfectants** as for routine cleaning. Refer to [EPA's List N](#) for EPA-approved disinfectants effective against COVID-19. Follow [CDC guidelines for cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility](#) including the following steps:
 - Open windows and use fans to increase outdoor air circulation in the areas to be cleaned.
 - Clean and disinfect all surfaces in areas where the person with COVID-19 spent a large proportion of their time, including electronic equipment like tablets, touch screens, keyboards, and remote controls.



Specific situations

Visit <http://sfcdcp.org/covid19whatsnew> regularly 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.

Off-campus in-person activities

Students at vocational schools, including 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 may provide direct patient care in-person at a hospital under appropriate supervision.

Transportation

Since vehicles are small enclosed spaces that do not allow social 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).
- 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, vans or other vehicles used by the Higher Education Program should be cleaned daily following the [guidance for transport vehicles](#). Buses should be disinfected after transporting any individual who tests positive for COVID-19.

Libraries

- San Francisco Health Order permits libraries to open only for curbside/outside pickup and drop off of items.
- 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 people must speak loudly to be heard.

- Review and comply with SFDPH [guidance for food facilities, outdoor dining and food delivery](#).
- Do not use shared tables or self-service buffets. 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.



Student Health Facilities

Providers of ambulatory care services, including counseling and other healing arts should 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. Guidance written for the [healthcare provider audience](#) is available.

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.
- Encourage video conferencing for staff meetings, even if all staff are on campus.
- 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, whenever safe and feasible.

Group Singing/Chorus, Musical Instruments

Outdoor gatherings may have singing, chanting, shouting or wind instruments if they adhere to updated guidance on social gatherings posted at www.sfdcph.org/safersocial. An individual person is permitted to sing, chant, shout, or use wind instruments if permitted as part of private use in indoor facilities.

Collegiate Athletics and Fitness Activities

Exercising is an area of higher risk for transmission due to the potential for close contact and increased breathing.

Higher Education Programs wishing to resume collegiate athletics programs, as well as organized practices, games, or tournaments in San Francisco are required to seek prior written authorization from SFDPH. For further information please see the [state's guidance regarding collegiate athletics](#) and SFDPH guidance on [gyms and fitness groups](#).

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.
- Students with symptoms must be sent home. Students must be encouraged to get tested as soon as possible.



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

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

Call **(628) 217-7499** 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 10 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
(628) 217-7499.
Schools-childcaresites@sfdph.org
- COVID-19 guidance for the public, including schools and employers [sfdcp.org/covid19](https://www.sfdcp.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 social 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](#)



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-23d

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR BUSINESSES PROVIDING HAIR, BARBER, NAIL, SKIN CARE,
MASSAGE, COSMETOLOGY AND CERTAIN OTHER PERSONAL SERVICES
OUTDOORS IN A NON-HEALTHCARE SETTING**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering Personal Services, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Section 4.e of Health Officer Order No. C19-07t, including as it may be revised or amended in the future (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the



Health Officer Directive No. 2020-23d

transmission of COVID-19 and safeguard the health of workers, customers, and the community.

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

- 1. This Directive applies to all owners, operators, managers, and supervisors of any business providing certain Personal Services, as that term is defined in Section 15 of Appendix C-1 the Stay-Safer-At-Home Order (“Covered Personal Service Providers”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Covered Personal Service Providers (the “Best Practices”). Each Covered Personal Service Provider must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Covered Personal Service Provider, before it begins to offer Personal Services or allow Personnel onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Guidance from the Department of Public Health related to Personal Services is attached to this Directive as Exhibit C and at www.sfdph.org/directives.**
- 5. If an aspect, service, or operation of the Covered Personal Service Provider is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Covered Personal Service Provider must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Covered Personal Service Provider must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Covered Personal Service Provider must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.**
- 7. Each Covered Personal Service Provider subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Covered Personal Service Provider is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Covered Personal Service Provider, any such Covered Personal Service Provider is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**



Health Officer Directive No. 2020-23d

- 8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Covered Personal Service Provider: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Covered Personal Service Provider. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.**
- 9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Covered Personal Service Provider must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.**
- 10. Implementation of this Directive augments—but does not limit—the obligations of each Covered Personal Service Provider under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Covered Personal Service Provider must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.**

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

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-23d (issued 3/2/2021)

Best Practices for Businesses Offering Outdoor Personal Services

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07t (the “Social Distancing Protocol”), each Covered Personal Service Provider that operates outdoors in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below. Note that ALL Personal Service Providers must comply with Section 1 below, and Personal Service Providers must otherwise comply with all other sections below that apply to the type of services they offer. Some Personal Service Providers will only need to comply with Section 1, and others will comply with Section 1 and at least one other section.

Requirements:

1. Section 1 – General Requirements for All Covered Personal Service Providers

[These requirements apply to all Personal Service Providers]

- 1.1.*** Personal Service Providers are strongly encouraged to offer services outdoors, where feasible. Certain Personal Services are not permitted outside, including: electrology, tattooing, piercing, microblading, permanent make-up, and other forms of body art that are invasive and require a controlled hygienic environment.
- 1.2.*** All services provided outdoors must be approved by the applicable licensing agencies, such as the California Board of Barbering and Cosmetology and the San Francisco Department of Public Health (“SFDPH”).
- 1.3.*** Service Providers regulated by the California Board of Barbering and Cosmetology must comply with state guidance and regulations, including any regulations that limit the location where outdoor services may be performed.
- 1.4.*** Consistent with the limitations under the State Health Order, Health Officer Order No. C19-07t (the “Stay-Safer-at-Home Order”), and guidance from SFDPH, Covered Service Providers that are permitted to operate outdoors may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other sun or weather shelter. Any use of impermeable barriers, or area umbrellas, canopies, and other shade structures must be consistent with guidance in Section 4.c of the Stay-Safer-At-Home Order.
- 1.5.*** Develop a plan and implement daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol (Appendix A of the Stay-Safer-At-Home Order) (the “Social Distancing Protocol”).
- 1.6.*** Confirm with customers before they arrive for their appointment that they are symptom-free. Customers who are feeling ill or who have exhibited symptoms of COVID-19 within 24 hours of their scheduled appointment must cancel or reschedule their



appointment. In such cases, customers must not be charged a cancellation fee or other financial penalty.

- 1.7.** Consider implementing digital forms or questionnaires to allow customers to complete all paperwork electronically before their appointment.
- 1.8.** Conduct screening of all customers upon arrival. Customers who do not pass the screening must be refused service and their appointment should be rescheduled or canceled.
- 1.9.** Require Personnel to wear Face Coverings as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the "Face Covering Order"). Covered Personal Service Providers must wear their Face Coverings at all times while in the presence of customers and other Personnel. Covered Personal Service Providers who will be within three feet of a customer for more than 15 minutes are strongly encouraged to wear a non-vented N95 mask.
- 1.10.** Customers must wear a Face Covering at all times except when: (a) they are otherwise exempt from doing so under the Face Covering Order or (b) when the Face Covering must be removed to perform services involving that part of the face and then only during such procedure and subject to compliance with applicable safety precautions set forth herein. Covered Personal Service Providers must encourage customers to bring and use their own Face Coverings. Covered Personal Service Providers must provide customers with Face Coverings if they do not have one or refuse service to those who arrive without a Face Covering and who are not otherwise exempt from wearing one under the Face Covering Order.
- 1.11.** Activities that involve the removal of clients' face coverings are much higher risk and Covered Personal Service Providers are strongly discouraged from offering these services during the COVID-19 pandemic. If a customer's Face Covering must be removed, Covered Personal Service Providers must take the following precautions:
 - 1.11.1.** The Covered Personal Service Provider conducting the service must wear a face shield or eye protection (in addition to a Face Covering) when they are providing services that do not enable the client to wear a Face Covering.
 - 1.11.2.** Covered Personal Service Providers must wear a well-fitted mask and are strongly recommended to wear a non-vented N95 mask, even if not fit-tested, to provide maximum protection during procedures that require the customer to remove their Face Covering. Guidance regarding well-fitted masks can be found at: www.sfgdcp.org/maskingupdate.
 - 1.11.3.** The customer's Face Covering may only be removed as long as necessary to complete the part of the service requiring removal.
 - 1.11.4.** The service must be conducted at least six-feet from other Personnel and customers.
 - 1.11.5.** Request that the customer not speak unnecessarily during the period that their Face Covering is removed.



1.11.6. Keep face tissues or a towel available for the customer to use in the event they need to sneeze or cough while their Face Covering is off. The customer should dispose of the tissue or place the towel into a laundry bin at the end of the service.

1.12. Although Covered Personal Service Providers under this Directive are not offering health care, there are similarities between the provision of health care and personal services. In particular, the duration of encounters, distance between provider and client, and other factors can create similar risks of virus transmission, and many of the best practices that apply in the health care context can be applied in the personal services context. Accordingly, Covered Personal Service Providers are strongly recommended to wear a face shield, goggles, or other eye protection in addition to Face Coverings when they will be within three feet of a customer for more than 15 minutes. More information about use of face shields, goggles, or other eye protection in the health care context, which is also relevant to people who provide personal services, can be found online at <https://www.sfcdep.org/wp-content/uploads/2020/08/COVID19-EyeProtection-Memo-HCP-FINAL-2020.08.10.pdf>.

1.13. Covered Personal Service Providers may not offer customers food or drink of any kind, and customers must not eat or drink while they are receiving a service.

1.14. Covered Personal Service Providers must develop a plan and implement sanitization requirements that exceed usual professional requirements and standards, including:

1.14.1. Comply with any existing or COVID-19 specific health-related regulatory requirements, such as those required by Cal/OSHA, the California Board of Barbering and Cosmetology, California Health and Safety Code, and the San Francisco Health and Safety Code.

1.14.2. Instruct all Personnel to wash their hands frequently with soap and water for at least 20 seconds and to wash hands or use hand sanitizer (provided by the Covered Personal Service Provider) before and after touching high-touch surfaces.

1.14.3. Disinfect station counters, rolling carts, drawers, hand mirrors, tools, and other surfaces between each customer.

1.14.4. All single use items, such as disposable wax collars, cotton, neck strips, and applicators, must be used once and immediately thrown away in a container with a lid.

1.14.5. All appliances at work stations and treatment areas must be properly disinfected between each customer, as follows:

1.14.5.1. Clean and disinfect shears by removing all visible debris, clean with soap and water, and wipe or spray with an EPA-registered disinfectant that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19.

1.14.5.2. Clean and disinfect all other non-porous, non-electrical tools by removing all visible debris, cleaning with soap and water, drying the tools, and then completely immersing them in an EPA registered disinfectant. Tools must be sprayed or submerged and left to set for the full amount of time required by the disinfectant's manufacturer. Immersed items, like combs or brushes, must



be removed at the end of contact time, rinsed, and dried with a paper towel or clean, freshly laundered towel.

- 1.14.5.3.** Clean all electrical tools, such as clippers and LED lamps by removing all visible debris and disinfecting with an EPA-registered disinfectant spray or wipe that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19. Follow with an EPA-registered disinfectant spray or wipe for the full contact time as noted by the manufacturer's directions. Use caution when using a spray and be sure your device is unplugged and do not spray into the motor. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, use of alcohol-based wipes or sprays containing at least 60% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
- 1.14.6.** Clean and disinfect all handles, hoses, spray nozzles, and other equipment between customers. Chairs, headrests, and other items must also be thoroughly cleaned and sanitized between each use. Where appropriate, consider adding a paper cover, sheet, or clean towel that can be easily disposed of or cleaned for use between customers. Since porous surfaces such as fabric chair seats cannot be easily disinfected, consider covering with a plastic or disposable liner and cleaning or disposing of the liner after each customer.
- 1.14.7.** Where linens are used, even if the customer does not get under them, the linens must still be removed for laundering and the bed or table properly disinfected before each use by a customer. All dirty linens, including towels, sheets, blankets, smocks, and reusable capes, must be placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process that includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes. Store all clean linens in a clean, covered place. Ensure Personnel who handle dirty linens or laundry wear gloves and a Face Covering.
- 2. Section 2 – Additional Requirements for Establishments that Provide Personal Services**
- 2.1.** Establishments offering services outside must consider the risks associated with local streets, sidewalks, traffic, pedestrians, and bicyclists. Establishments and Covered Personal Service Providers must take all reasonable and feasible efforts to reduce customer and Personnel exposure to traffic and bike lanes, minimize blocking visibility of other travelers (whether vehicle, pedestrian, or bicyclist), and minimize or eliminate potential blockages of passageways, including ADA-compliant public access to sidewalks. Covered Personal Service Providers must comply with state and local laws, regulations, and permitting requirements (e.g., ADA access and compliance with applicable zoning), including the placement of outdoor shelters and service stations.
- 2.2.** Establishments offering outdoor services must address the potential hazards that result from moving personal services outside, including: (1) ensuring use of electrical devices and extension cords in compliance with Cal/OSHA's Guide to Electrical Safety; and (2) ensuring there are no tripping hazards from cords or other equipment.
- 2.3.** All waste, including waste water and hair clippings, must be disposed of safely and as required by state and local regulations.



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- 2.4. The establishment must comply with the Cal/OSHA standards for heat illness prevention for outdoor workers, including an effective heat illness prevention plan with written procedures.
- 2.5. The layout of the outdoor establishment must allow for proper social distancing. For example, chairs and work stations must be arranged to ensure at least six feet of space between customers. Establishments should consider additional divider shields or other impermeable barriers where appropriate and feasible.
- 2.6. Instruct all Personnel and customers to maintain at least six-foot distance from others except as necessary to perform a personal service otherwise permitted by this Directive or when momentarily necessary to facilitate or accept payment and hand off items or deliver goods. If the Covered Personal Service Provider cannot ensure maintenance of a six-foot distance within the facility between Personnel, such as by moving work stations or spreading Personnel out, then it must reduce the number of Personnel permitted in the facility at any given time accordingly.
- 2.7. If all or part of a Covered Personal Service Provider's establishment has been vacant or dormant during the Stay-Safer-At-Home Order, then the Covered Personal Service Provider must ensure plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems at: <https://sfwater.org/index.aspx?page=1327>.
- 2.8. If the establishment uses pedestal fans or hard mounted fans, the Covered Personal Service Provider must adjust the direction of fans to minimize air from fans blowing from one customer's space to another's space.
- 2.9. Evaluate the facility to determine the number of people (including customers and Personnel) who may safely fit in the outdoor service area at any time while ensuring adherence to Social Distancing Requirements under this Directive and the Stay-Safer-At-Home Order. Educate Personnel about capacity limits and require them to enforce limits by, for example, spacing out customer appointments.
- 2.10. Develop a plan and implement additional sanitization requirements, including:
 - 2.10.1. Instruct Personnel that they are responsible for keeping their workspaces clean and sanitized. Each Covered Personal Service Provider must clean and properly sanitize their workspace at the end of each shift.
 - 2.10.2. Ensure Personnel have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.
 - 2.10.3. Clean and disinfect high touch surfaces in common areas routinely throughout the day and otherwise in accordance with the Social Distancing Protocol. Common areas include, but are not limited to the following area: lobbies, lounge or seating areas, entry ways, hallways, bathrooms, changing areas, elevators, and stairwells. Clean and disinfect all high touch surfaces and devices found in common areas such as door handles, railings, faucets, toilets, elevator buttons, coat hooks, hangers, furniture, computers, telephones and other devices that are touched by people throughout the day.



2.10.4. Equip the reception area and all workstations with proper sanitation products, including hand sanitizer and sanitizing wipes.

2.10.5. Disinfect station counters, rolling carts, drawers, hand mirrors, tools, and other surfaces between use for each customer.

2.11. Where feasible, prohibit Personnel from sharing equipment, such as phones, tables, or computers. Any furniture, tools or equipment that must be used by more than one individual must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol. If Personnel must share a workspace, such as on alternating shifts, then the location must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol after each use.

2.12. If Personnel or a member of the public refuses to comply with the Face Covering Order or other provision of this Directive, then the Covered Personal Service Provider must refuse service to the individual and request that the individual leave the facility.

2.13. Implement safety measures for customers, including:

2.13.1. All Covered Personal Service Providers are strongly encouraged to see customers by appointment only and to stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and sanitation between each customer visit. Hair salons and barbershops, under current State guidance, must see customers by appointment only and must not allow walk-in customers.

2.13.2. Encourage customers to bring and use their own Face Coverings. Covered Personal Service Providers must provide customers with Face Coverings if they do not have one or refuse service to those who arrive without a Face Covering and who are not otherwise exempt from wearing one under the Face Covering Order.

2.13.3. Prohibit customers from bringing additional people with them to their appointment. If the person receiving the service is a minor, they may bring an adult guardian, or if the person receiving the treatment is disabled they may bring an adult care provider. Covered Personal Service Providers may consider allowing adult customers to bring their minor children if they have no other childcare options. Anyone entering the outdoor service area or establishment must be screened for symptoms of COVID-19 and must be included when determining whether the facility has reached its capacity limit.

2.13.4. If feasible, implement virtual check-in technology to ensure that Personnel are notified when a customer arrives.

2.13.5. Prohibit customers from congregating in the reception area or elsewhere in the outdoor establishment. Ask customers to wait outside with their Face Covering on or in their cars before their appointments.

2.13.6. Service providers must not see multiple customers at once (e.g., while one customer's hair is drying, another receives a haircut). Multiple service providers must also not work on the same customer at the same time. Services for one customer must be completed before a new customer is seen by the same worker. The one exception to this rule is that if a customer is undergoing a procedure and is waiting for a longer period of time (such as when waiting for hair dye to set), a



service provider may work with one other customer during the wait so long as (i) the service provider cleans their hands each time before switching to the other customer, (ii) the second customer is not being served in the same service area as the first customer without full cleaning and sanitization of the area between each customer as required by this Directive, and (iii) the service provider is not repeatedly going back and forth between the first and second customer.

2.13.7. Remove and prohibit the use of open product samples.

2.13.8. Consider removing items (e.g., throw pillows, fabric-lined chairs, seat cushions, magazines) with surfaces that cannot be cleaned properly.

2.13.9. Have a hard-surfaced, non-porous chair or large hard-surfaced or plastic basket or paper bag for clients to put their clothes on or in.

3. Section 3 – Additional Requirements Specific to Barbering and Cosmetology Establishments

[These requirements apply to all Personal Service Providers that work with hair on the face or head, including hair washing and cuts, styling, blowouts, beard grooming, braiding, and weaving/artificial hair integration]

3.1. Customers receiving barbering or other hair care services must wear Face Coverings that attach with ear-loops to avoid interfering with services.

3.2. Provide a clean smock or cape for each customer.

3.3. Establishments providing outdoor services must cease the following services: all chemical hair services, including, but not limited to, permanent waving, relaxing, bleaching, tinting, coloring, dyeing and straightening; shampooing; and electrolysis.

3.4. Consider temporarily eliminating services that require lengthy blow-drying.

3.5. Ensure that all loose hair is swept or vacuumed as quickly as reasonably possible to avoid improper dispersal of hair.

4. Section 4 – Additional Requirements Specific to Esthetician and Skin Care Services

4.1. Treatment tables or chairs must be covered with either clean treatment table paper, a clean towel, or a clean sheet before each use. After use, do not shake the dirty laundry. Place used linens in a lined, lidded receptacle positioned outside the treatment space to minimize the possibility of dispersing virus in the air.

4.2. Covered Personal Service Providers must wear disposable gloves at all times during the service and while cleaning or disinfecting implements and surfaces between each client session.

4.3. Before leaving the treatment area, Covered Personal Service Providers must remove and dispose of gloves, apply hand sanitizer or wash hands with soap and water, and use a previously readied disposable barrier, such as a paper towel or sanitizer wipe, to open and close the treatment room door while leaving the room.

4.4. When wax pots are running low and new wax needs to be added, empty any remaining wax and clean and disinfect the wax pot before refilling with new wax. Single use applicators must be



disposed of immediately after use in a lined trash bin. The trash bin should have a lid and should be lined with a disposable plastic bag.

5. Section 5 – Additional Requirements Specific to Nail Salons

- 5.1. Disposable gloves must be worn throughout the entire service and while performing cleaning and disinfection of all implements and surfaces after each client. Once cleaning is finished, remove and dispose of gloves and apply proper hand sanitizer or wash hands with soap and water. Gloves must be changed between each customer.
- 5.2. Pedicures done outside may only be conducted in portable tubs/bowls. The tubs/bowls must be disinfected between each use, with the disinfection occurring inside the nail salon, not in the temporary outdoor setting.
- 5.3. Nail salons should use disposable supplies whenever possible. Any non-disposable supplies must be fully disinfected between customers according to the California Board of Barbering and Cosmetology guidelines.
- 5.4. All single use items, such as cardboard files, sand-bands for drills and buffers, disposable sandals, toe separators, and applicators, must be used once and immediately thrown away in a lined, lidded trash can.
- 5.5. To reduce the number of touchpoints, remove the nail polish displays. In the absence of a nail polish display, use a color palette, which is to be cleaned and disinfected after each client use. If the nail polish display cannot be removed, prohibit customers from handling the nail bottles. Nail polishes should be cleaned and disinfected before being returned to the display.
- 5.6. Consider whether it is feasible to install a plastic partition between the worker and client with ample space cut out where hands or feet can be slid underneath to conduct the manicure or pedicure.
- 5.7. Allow only one manicurist to work at each station and do not allow clients to get multiple services at the same time, such as a manicure and pedicure, because of the inability to provide for adequate physical distancing between Personnel performing those services.

6. Section 6 – Additional Requirements Specific to Massage Services (Non-Healthcare Setting)

- 6.1. Require customers to wash their hands for at least 20 seconds or use hand sanitizer at the beginning of any treatment.
- 6.2. Consider alterations to the treatment table setup to support the required cleaning and disinfecting protocols. These alterations could include using disposable face cradle covers and/or protecting the table, table warmers, bolsters, and other items with washable barriers like plastic covers that can be easily cleaned or pillowcases that can be removed and replaced between each client. Barriers are not a substitution for the required cleaning and disinfecting protocols.
- 6.3. Clean linens must be stored outside of the treatment area.



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- 6.4.** Consider providing any hand treatments as the last part of the service to minimize the spread of virus particles that may remain on the hands. Alternately, Covered Personal Service Providers should wash their hands for at least 20 seconds or use hand sanitizer before and after performing hand treatments.
- 6.5.** Evaluate whether facial massages or other hands-on work to the face will be offered. If providing such services, use non-latex gloves for this part of the treatment. Facial massages must not be performed if it requires removal of the client's Face Covering.
- 6.6.** Covered Personal Service Providers must wash their hands for at least 20 seconds with soap and water or use hand sanitizer immediately upon finishing massage services.

Checklist

Health Officer Directive No. 2020-23d (Exhibit B) Health and Safety Plan (issued 3/2/2021)

Each Covered Personal Service Provider must complete, post onsite, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Facility Address:

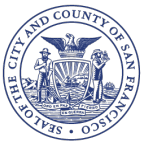
Email / telephone:

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

- Covered Personal Service Provider is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-23d, available at: www.sfdph.org/directives.
- Completed any necessary adjustments to the layout of the business to allow for proper social distancing.
- Obtained any necessary permits needed for outdoor shelters.
- Completed evaluation of electrical safety and implemented all required precautions.
- Plumbing is functioning and, if the facility was dormant, then the pipes are flushed.
- Developed a plan to ensure Personnel comply with social distancing requirements and to limit the number of people at the outdoor business at a given time, consistent with the requirements in the Stay-Safer-at-Home Order.
- Personnel and members of the public who seek services are required to wear Face Coverings as provided in the Face Covering Order and this Directive.
- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Implemented all sanitization requirements as described in this Directive.
- Personnel have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.
- High touch surfaces in common areas are cleaned and disinfected routinely throughout the day.
- Complete symptom checks for customers before and upon arrival for their appointment.
- Evaluated and implemented available options for allowing customers to complete paperwork electronically before arrival and to check-in for their appointments online.
- Reviewed and implemented all industry-specific guidance in the Directive.

Additional Measures

Explain:



Tip Sheet for Operating Outdoors: Personal Services

UPDATED March 2, 2021

ALERT: Remain Cautious

In alignment with the State's recommendations, San Francisco is reopening at the State's Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there **remains a risk that people who you come into contact with may have COVID-19**. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that **some of these variants are more likely to cause serious illness and death in unvaccinated people**. The opening of sectors does not necessarily signify that these activities are "safe."

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don't live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don't live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

AUDIENCE: Outdoor Personal service providers, including hair salons, barber shops, nail salons, massage (in a non-healthcare setting), estheticians, skin care, and cosmetology services.

NOTICE: The following Tip Sheet was developed by the San Francisco Department of Public Health (SFDPH) based on recommendations from the US Centers for Disease Control and Prevention (CDC), the State of California, and Personal Service Providers licensing and industry groups. It is posted at <http://www.sfcddp.org/businesses>. This TIP sheet **may be revised** due to changes in the **COVID-19 risk level tier** for San Francisco as assigned by the **California Department of Public Health**. Please see the associated changes in the **Business Capacities and Activities Table (BCAT)** at the top of this document: any changes made on the Table override the conflicting information in this document.

BACKGROUND: On March 2, 2021, the Health Officer issued [Directive No. 2020-23d](#) authorizing and providing guidance for Outdoor Personal Services and amended [Appendix C-1 Additional Businesses Permitted to Operate](#). This document summarizes the main action items and includes Tips for outdoor spaces. All personal service providers must adhere to all state and local regulations.

Summary of Changes since the 1/28/2021 Version

- Format changes.
- For services that require the customer to remove their face covering:
 - Personal Service Providers must wear eye protection such as a face shield or goggles.
 - Personal Service Providers must wear a well-fitted mask and are strongly recommended to wear a non-vented N95 mask, even if not fit-tested, to provide maximum protection during procedures that require the customer to remove their Face Covering. Guidance regarding well-fitted masks can be found at: www.sfcddp.org/maskingupdate.

How Does COVID-19 Spread?

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person exhales (breathes out), including when they talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms at all and can still be breathing out virus-containing droplets.

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

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

Basic Covid-19 Prevention

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

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

Flu vaccines

Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. **Strongly encourage all personnel to get a flu shot.** Post signage to encourage flu vaccine among customers, visitors, etc. Find out how to get one at www.sfcddcp.org/flu

COVID-19 vaccine is here!

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

If you have received the COVID-19 vaccine, please read more about whether you need to quarantine at: www.sfcddcp.org/quarantineaftervaccination

CA Notify – another way for us to stop the spread

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

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

Tips for Outdoor Personal Services Establishments, Providers and Personnel

This Tip sheet is a summary. It is highly advised for Business Owners to read the [Public Health Directive](#).

Review the following

- *Business Capacities and Activities Table (BCAT)* for current restrictions.
- Review the [Tip Sheet for Safer Interactions During COVID-19 Pandemic](#).
- Provide [approved disinfectants for uses against COVID-19](#).
- All wastewater, hair clippings, and other waste must be disposed of properly. See the San Francisco

Public Utilities Commission’s (SFPUC) water pollution prevention program guidance at [Only Rain Down the Drain](#).

- See the [Cal/OSHA heat illness prevention page](#) to establish a heat illness prevention plan.

The table below includes examples of services that may be performed outdoors and those that are prohibited. This list is not comprehensive.

| Allowed - Outdoors | Not Allowed - Outdoors |
|--|---|
| <ul style="list-style-type: none"> • Haircuts • Beard trims • Facials • Waxing and threading • Manicures and pedicures • Massage (in a non-healthcare setting) | <ul style="list-style-type: none"> • Shampooing • All chemical hair services including, but not limited to permanent waving, relaxing, bleaching, tinting, coloring, dyeing, and straightening. • Electrolysis, tattooing, piercing, microblading, permanent make-up, and other forms of body art that are invasive and require a controlled hygienic environment. |

Plan your space

- Obtain all the necessary permits you need to operate your service, including permits to utilize any shared spaces.
- You may be able to use tents, canopies or other outdoor structures that offer sun and wind protection. Ventilation is key to mitigating the spread of COVID-19. See below in Tips for Operating in Outdoor Spaces.
- If fans are used, take care not to aim the air flow from one customer to another or anyone coming within six feet of the establishment.
- Provide handwashing/hand sanitizing stations for both personnel and customers.
- Provide a non-porous chair or plastic basket or paper bag for client’s clothing or belongings.

Mandatory Signage Requirements

- Add all COVID-19 related signage as required by [Sections 4.g and 4.h of the Stay-Safer-At-Home Order](#). Complete signage requirements are described in [Directive 20-23d](#).
- The [Outreach Toolkit](#) includes printable resources including many of the signs required or suggested to open Personal Services. Signs about proper hygiene, social distancing, Face Coverings, health screening, the risks of indoor transmission, testing and getting vaccinated for the flu are all available.

Protect Personnel and customers

- Conduct wellness checks with everyone—providers, personnel and customers—upon arrival and before they enter the space. Consider setting up a digital form or questionnaire that allows your

clients to answer prior to their scheduled appointment. Ask if they have had any COVID-19 symptoms within the past 24 hours.

- Consider using a touchless payment system. Request cash customers bring exact payment.
- Personnel and customers must wear a face covering at all times unless the customer must remove their face covering for services involving that part of the face and then only during the procedure. Provide proper Personal Protection Equipment (PPE) for all personnel.
- Personnel must wear a face shield or eye protection (in addition to a Face Covering) when they are providing services that do not enable the client to wear a Face Covering
- Personnel must wear a well-fitted mask and are **strongly recommended to wear a non-vented N95 mask**, even if not fit-tested, to provide maximum protection during procedures that require the customer to remove their Face Covering. Guidance regarding well-fitted masks can be found at: www.sfcddp.org/maskingupdate.
- Services performed on a customer without a face covering must be done at least 6-feet from others.

Coordinate your Efforts

Assign a COVID-19 **Worksite Safety Monitor**. The site safety monitor will:

- Act as the staff liaison and single point of contact for Personnel at each site for questions or concerns around practices, protocols, or potential exposure.
- Serve as a liaison to SFDPH. The liaison should train staff to advise patrons, if necessary, that the dining establishment will refuse service to the customer if they fail to comply with safety requirements.
- Ensure patrons' compliance with all aspects of the Health Safety Plan, such as wearing masks, preventing congregations or crowding, and generally maintaining social distance.

Sanitation

- Review the directive for specific COVID-19 sanitation requirements.
- Follow all sanitation requirements specific to COVID-19 in addition to the usual requirements for your industry. All equipment must be properly disinfected between clients. This includes but is not limited to, chairs, tables, combs, brushes, scissors, etc.
- All linens must be washed between clients.
- Wash your hands frequently and between customers.
- If feasible, Personal Service Providers should consider changing their own clothes after each customer or wearing scrubs or a clean, launderable or disposable smock.

Scheduling

- Keep a list of your employees' schedules and appointments if needed for contact tracing.
- Schedule your clients accordingly. Allow for enough time between customers so workspaces and tools can be properly cleaned and disinfected.
- Under the current State guidance, Hair salons and barbers must only see customers by appointment only and must not allow walk-ins.

- Consider pausing strict cancellation policies to encourage sick customers to stay home. Customers who are experiencing COVID-19 symptoms must cancel or reschedule their appointment. See directive for further clarification.
- Customers must be allowed to reschedule due to symptoms of Covid-19 without charge.
- Consider servicing fewer customers each day or expanding operating hours to allow for more time between customers.

Contact Tracing

The San Francisco Department of Public Health, in partnership with community, including businesses helps identify those who have had close contact with anyone who has COVID-19. People can transmit the virus 48 hours before they develop symptoms. Some people never develop symptoms and can still transmit the virus. We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease. We do this whenever there is an outbreak of infectious diseases like measles, tuberculosis, and others to protect the community's health.

Help ensure the health of your personnel, clients and our community. Retain the attendance/schedules of all personnel at your organization for up to three weeks. It is recommended that organizations maintain a list of clients willing to voluntarily provide their name and contact information [or consent to retain their credit card information] for contact tracing purposes. Any lists should be discarded after three weeks. Patrons are not required to provide contact information.

- If Personnel or a client tests positive for COVID-19, the organization must assist the Department of Public Health in identifying other personnel or clients who may have been exposed.
- Cover your face, test early, and trace! Find out more at <https://covid19.ca.gov/contact-tracing>

Tips for Operating in Outdoor Spaces

Services should only be performed in outdoor areas contiguous with or adjacent to a licensed establishment, consistent with state public health directives. The [Memorandum to the Board of Barbering and Cosmetology Licensees](#) contains more detailed description of which outdoor spaces may be used.

Examples of contiguous places include (with appropriate permits): sidewalk spaces in front of your business, parklets, parking lots next to your shop, rooftop decks, back patio.

- Outdoor spaces **must allow the free flow air** in the breathing zone, and **not have more than 50% of the perimeter enclosed by impermeable walls**. Any other impermeable vertical barriers on the perimeter or the interior of these shelters would need to be no more than **42" high**.
- Must be reasonably accessible by the licensee of the licensed establishment to enable the cleansing and disinfection of tools and personal protect equipment. For instance, can you carry a bowl or tub of water safely back into the shop for proper disposal?

- Keep a watchful eye on tripping hazards. Never plug an extension cord into another extension cord. Consider using cordless tools. Cords cannot be hung overhead by themselves unless supported by other means (e.g. attached to a cable). Any change in elevation to facilitate electrical on the ground must meet ADA standards.
- Offer sun protection. This is especially important on hot days. See the Cal/OSHA heat illness prevention page, link is below in resources.
- Outdoor spaces/structures must obtain all proper permits from the:
 - San Francisco [Fire Department](#)
 - San Francisco [Department of Public Works](#)
 - San Francisco's [Shared Spaces program](#)

For more information about setting up your outdoor space please visit San Francisco's Shared Spaces website at <https://sf.gov/shared-spaces>.

Special considerations for nail services and massage services

[Cal/OSHA provides additional requirements and guidance](#) for massage services in non-healthcare settings and nail services and includes the tips below.

Massage Therapists (in non-healthcare settings)

- Ask client to clean hands with hand sanitizer prior to service.
- Barriers such as washable sheets and pillowcases are not a substitution for cleaning and disinfecting protocols. Massage tables and chairs must be properly disinfected between clients.
- Hand treatments should be provided as the last part of the massage and hands should be washed immediately upon finishing the massage.
- You **may** do outcalls if you have an [Outcall Massage Permit](#).

Nail Services

- Ask client to clean hands with hand sanitizer prior to service.
- Portable tubs/bowls must be disinfected with an EPA-registered liquid disinfectant that is labeled as a bactericide, fungicide and virucide. All water must be disposed of properly inside. Do not use the storm drain to dump any wastewater or other debris.
- Use disposable tools as much as you can. All disposable items should be thrown away in lined and lidded trash can.
- Do not allow clients to get multiple services at the same time, such as a manicure and pedicure.
- All providers must always wear a face covering or a respirator when required.
- All nail providers must wear disposable gloves during the service and while cleaning and disinfecting all tools and surfaces after each client.

Frequently Asked Questions

Q. Are gloves required?

A. Esthetic, skin care, cosmetology and nail services are required to wear gloves throughout the service and while cleaning and disinfecting tools. If possible, have latex-free gloves on hand for customers or staff with latex allergies. Wearing gloves is not a substitute for hand washing.

Q. Can clients use the restroom indoors?

A. Yes, your client may enter the premises to use the restroom.

Q. My Barber/Salon chair is too difficult to move in and out. Can I use any chair or stool?

A. Keep safety and comfort in mind for both you and your client. All equipment should meet Cal/OSHA standards.

Q. I usually bring my own tools/polish to my nail appointments; can I do that?

A. No, not at this time.

Q. Is it safe for me to get a massage or haircut?

A. Any activity that brings you within six feet of individuals outside of your household carries an increased risk of COVID-19 transmission. You can decrease that risk by being vigilant in your personal hygiene, wearing a face covering and going to a service provider who also takes health and safety precautions seriously.

Q. Can I perform a service where the customer needs to remove their mask?

A. Yes, but there are special precautions you must take, including wearing eye protection and a well-fitted mask.

Q. How do I contain hair clippings?

A. Be a good neighbor. Take extra care to contain hair clippings to prevent the hair from blowing in the direction of your neighbor. Sweep or vacuum frequently. Hair clippings must be collected and kept in a covered container. Follow regular waste removal protocols.

Q. I'm a Business Owner. How do I make sure Personnel are not sick when they work?

A. Please see SFPDH guidance on [Asking COVID-19 Screening Questions](#), posted at www.sfcddcp.org/screen.

Q. What if a service provider or client tests positive for COVID-19?

A. People may be able to transmit the virus 48 hours before they develop symptoms of COVID-19. They may also transmit the virus even if they never develop symptoms.

Please see SFPDH guidance [What to do if Someone at the Workplace Has COVID-19](#).

Providers should keep a list of Personnel and Clients, which will help SFPDH with contact tracing.

Resources

You can find printable resources in the [Covid-19 toolkit](#):

[Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19](#)

Cal/OSHA guidance:

- [Outdoor Personal Services](#) Guidance and [Personal Services](#) checklist
- [Outdoor Hair Salons and Barber shops](#) Guidance and [Hair Salons and Barber shops](#) checklist
- [Heat Illness Prevention Training Guide](#)

San Francisco Programs and Permits:

- [Shared Space Program](#)
- [Fire Department Permits](#)
- [Public Works Permits](#)
- [Outcall Massage Practitioner Permits](#)



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-30d

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR BUSINESSES PROVIDING INDOOR HAIR, BARBER, NAIL, BODY
ART, SKIN CARE, MASSAGE, COSMETOLOGY AND OTHER PERSONAL
SERVICES IN A NON-HEALTHCARE SETTING**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering indoor Personal Services, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Section 4.e of Health Officer Order No. C19-07t, including as it may be revised or amended in the future, (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures,



Health Officer Directive No. 2020-30d

helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.

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

- 1. This Directive applies to all owners, operators, managers, and supervisors of any business providing Indoor Personal Services, as that term is defined in Section (15)(b)(2) of Appendix C-1 of the Stay-Safer-At-Home Order (“Personal Service Providers”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Personal Service Providers (the “Best Practices”). Each Personal Service Provider must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Personal Service Provider, before it begins to offer Personal Services or allow Personnel onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Guidance from the Department of Public Health related to Personal Services is attached to this Directive as Exhibit C and available at www.sfdph.org/directives. Each Personal Service Provider must review this guidance and implement it to the extent possible.**
- 5. If an aspect, service, or operation of the Personal Service Provider is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Personal Service Provider must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Personal Service Provider must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Personal Service Provider must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.**
- 7. Each Personal Service Provider subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Personal Service Provider is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Personal Service Provider, any such Personal Service Provider is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**



Health Officer Directive No. 2020-30d

8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Personal Service Provider: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who are allowed to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Personal Service Provider. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Personal Service Provider must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Personal Service Provider under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Personal Service Provider must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

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

A handwritten signature in black ink, appearing to read "Susan Philip".

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-30d (issued 3/2/2021)

Best Practices for Businesses Offering Indoor Personal Services

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Exhibit A of Health Officer Order No. C19-07t (the “Stay-Safer-At-Home Order”), each Personal Service Provider that operates indoors in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, also attached to this Directive. **Note that ALL Personal Service Providers must comply with Section 1 below, and Personal Service Providers must otherwise comply with all other sections below that apply to the type of services they offer. Some Personal Service Providers will only need to comply with Section 1, and others will comply with Section 1 and at least one other section.**

Requirements:

1. Requirements for All Personal Service Providers in a Non-Healthcare Setting, Including Hair Salons and Barbershops, Nail Salons, Body Art Practitioners, Skin Care, Massage, Cosmetology, and Tanning Salons and Other Non-Touch Personal Services

[These requirements apply to **all** Personal Service Providers]

- 1.1.*** All Personal Service Providers are strongly encouraged to serve customers outdoors when allowed by the Stay-Safer-At-Home Order and other directives. It is preferred to offer customers a choice of being seen indoors and outdoors, and outdoor services can ensure extra distancing for those customers being served indoors.
- 1.2.*** Develop a plan and implement daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol (Appendix A of the Stay-Safer-At-Home Order) (the “Social Distancing Protocol”).
- 1.3.*** All Personal Service Providers are strongly encouraged to see customers by appointment only and to stagger appointments to reduce reception congestion and ensure adequate time for proper cleaning and sanitation between each customer visit. Hair salons and barbershops, under current State guidance, **must** see customers by appointment only and **must not** allow walk-in customers.
- 1.4.*** Screen all customers and other visitors on a daily basis using the standard screening questions attached to the Stay-Safer-At-Home Order as Appendix A and **Attachment A-2** (the “Screening Handout”). Screening **must** occur before people enter the facility or location (or before the Personal Service Provider enters another location to meet with the customer) on the same day as the appointment or visit in order to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout should be provided to anyone on request, although a poster or other large-format version of the Screening Handout may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the facility or receiving services, and should be referred for appropriate support as outlined on the Screening Handout. Personal Service Providers can use the guidance available online at <https://www.sfdcp.org/wp-content/uploads/2020/05/COVID19-Screening-Questions-UPDATE-05.26.2020.pdf> for determining how best to conduct screening. Customers who are feeling ill, have exhibited



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symptoms of COVID-19 within 24 hours of their scheduled appointment, or answer “yes” to any screening question must cancel or reschedule their appointment. In such cases, customers must not be charged a cancellation fee or other financial penalty.

- 1.5.** Consider implementing digital forms or questionnaires to allow customers to complete all paperwork electronically before their appointment. This can include answering via email, text message, web-browser, app, or otherwise.
- 1.6.** If feasible, implement virtual check-in technology to ensure that Personal Service Providers are notified when a customer arrives.
- 1.7.** Require Personnel to wear Face Coverings as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”). Personal Service Providers must wear their Face Coverings at all times while in the presence of customers or working in spaces where they will provide care to a customer (including when customers or others are not present). Personal Service Providers who will be within three feet of a customer for more than 15 minutes are strongly encouraged to wear a non-vented N95 mask.
- 1.8.** Customers and other visitors must wear a Face Covering at all times except when: (a) they are otherwise exempt from doing so under the Face Covering or (b) when the Face Covering must be removed to perform services involving that part of the face and then only during such procedure and subject to compliance with applicable safety precautions set forth in Section 1.10 below. Personal Service Providers must encourage customers to bring and use their own Face Coverings. Personal Service Providers must provide customers with Face Coverings if they do not have one or refuse service to those who arrive without a Face Covering and who are not otherwise exempt from wearing one under the Face Covering Order.
- 1.9.** If Personnel, customers, or any other member of the public refuses to comply with the Face Covering Order or other provision of this Directive, then the Personal Service Provider must refuse service to the individual (for customers) and require people (including Personnel, customers, or others) to leave the facility. Nothing in this Directive is intended to alter the obligations a Personal Service Provider may otherwise have under applicable law to provide reasonable accommodations to Personnel or members of the public.
- 1.10.** Activities that involve the removal of clients’ face coverings are much higher risk and Personal Service Providers are strongly discouraged from offering these services during the COVID-19 pandemic. If a customer’s Face Covering must be removed, Personal Service Providers must take the following precautions:
 - 1.10.1.** The Personal Service Provider conducting the service must wear a face shield or eye protection (in addition to a Face Covering) when they are providing services that do not enable the client to wear a Face Covering.
 - 1.10.2.** Covered Personal Service Providers must wear a well-fitted mask and are strongly recommended to wear a non-vented N95 mask, even if not fit-tested, to provide maximum protection during procedures that require the customer to remove their Face Covering. Guidance regarding well-fitted masks can be found at: www.sfgdcp.org/maskingupdate.



- 1.10.3.* The customer's Face Covering may only be removed as long as necessary to complete the part of the service requiring removal.
- 1.10.4.* The service must be conducted at least six-feet from other Personnel and customers. Where feasible, the service should take place in a separate room or other area enclosed by curtains or other barrier.
- 1.10.5.* Request that the customer not speak unnecessarily during the period that their Face Covering is removed.
- 1.10.6.* Keep face tissues or a towel available for the customer to use in the event they need to sneeze or cough while their Face Covering is off. The customer should dispose of the tissue or place the towel into a laundry bin at the end of the service.
- 1.10.7.* Personal Service Providers offering services to customers who remove their Face Coverings must comply with new signage requirements set forth in section 2.9 below.
- 1.11.* Although Personal Service Providers under this Directive are not offering health care, there are similarities between the provision of health care and personal services. In particular, the duration of encounters, distance between provider and client, and other factors can create similar risks of virus transmission, and many of the best practices that apply in the health care context can be applied in the personal services context. Accordingly, Personal Service Providers are strongly recommended to wear a face shield, goggles, or other eye protection in addition to Face Coverings when they will be within three feet of a customer for more than 15 minutes. More information about use of face shields, goggles, or other eye protection in the health care context, which is also relevant to people who provide personal services, can be found online at <https://www.sfcdep.org/wp-content/uploads/2020/08/COVID19-EyeProtection-Memo-HCP-FINAL-2020.08.10.pdf>.
- 1.12.* The City has flyers, posters, fact sheets, and social media graphics available in multiple languages for use by the community. These resources include posters regarding use of Face Coverings and screening. These resources are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 1.13.* Service providers must not see multiple customers at once (for example, while one customer's hair is drying, another receives a haircut). Multiple service providers must also not work on the same customer at the same time. Services for one customer must be completed before a new customer is seen by the same worker. The one exception to this rule is that if a customer is undergoing a procedure and is waiting for a longer period of time (such as when waiting for hair dye to set), a service provider may work with one other customer during the wait so long as (i) the service provider cleans their hands each time before switching to the other customer, (ii) the second customer is not being served in the same service area as the first customer without full cleaning and sanitization of the area between each customer as required by this Directive, and (iii) the service provider is not repeatedly going back and forth between the first and second customer.
- 1.14.* Provide a hard-surfaced, non-porous chair or table or a large hard-surfaced or plastic basket or paper bag for clients to put their clothes or belongings on or in if appropriate for the service.



- 1.15.** Personal Service Providers must wear disposable gloves when required for a particular service (for example, chemical hair services, piercing, tattooing). Wearing gloves is not a substitute for regular hand washing and sanitizing. Proper glove use includes being sure to properly clean or sanitize hands before putting on clean gloves, making sure the wearer does not touch their own face or hair with gloved hands, not using gloved hands to provide services for more than one person without changing gloves, the proper removal of gloves to avoid contaminating skin underneath, washing or sanitizing hands after removing gloves, and properly disposing of used gloves in a trash bin that has a lid and is lined with a disposable plastic bag. More information about the use of gloves and when use is required is found in Exhibit C to this Directive.
- 1.16.** Develop a plan and implement cleaning and sanitization requirements that exceed usual professional requirements and standards, including all of the following that apply (depending on the tools and equipment in use by the Personal Service Provider):
- 1.16.1.** Comply with any existing or COVID-19 specific health-related regulatory requirements, such as those required by Cal/OSHA, the California Board of Barbering and Cosmetology, California Health and Safety Code, and the San Francisco Health and Safety Code.
 - 1.16.2.** Instruct all Personnel to wash their hands frequently with soap and water for at least 20 seconds and to wash hands or use hand sanitizer (provided by the Personal Service Provider) before and after touching high-touch surfaces, such as cash registers or shared tools, equipment, or materials.
 - 1.16.3.** Disinfect station counters, rolling carts, drawers, hand mirrors, tools, hot towel cabbies, and other surfaces between each customer.
 - 1.16.4.** All single use items, such as disposable wax collars, cotton, neck strips, and applicators, must be used once and immediately thrown away in a container with a lid.
 - 1.16.5.** All appliances at work stations and treatment areas must be properly disinfected between each customer, as follows:
 - 1.16.5.1.** Clean and disinfect shears by removing all visible debris, cleaning with soap and water, and then wiping or spraying with an EPA-registered disinfectant that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19.
 - 1.16.5.2.** Clean and disinfect all other non-porous, non-electrical tools by removing all visible debris, cleaning with soap and water, drying the tools, and then completely immersing them in an EPA registered disinfectant. Tools must be sprayed or submerged and left to set for the full amount of time (contact time) required by the disinfectant's manufacturer. Immersed items, like combs or brushes, should be removed at the end of the contact time, rinsed, and dried with a paper towel or clean, freshly laundered towel.
 - 1.16.5.3.** Clean all electrical tools, such as clippers, LED lamps, and esthetic devices, by removing all visible debris and disinfecting with an EPA-registered disinfectant spray or wipe that demonstrates bactericidal, fungicidal, and virucidal activity and is approved for COVID-19. Follow with using an EPA-



registered disinfectant spray or wipe for the full contact time as noted by the manufacturer's directions. Use caution when using a spray and be sure the device is unplugged and do not spray into the motor. Consider use of wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 60% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

- 1.16.5.4.** Clean and disinfect all handles, hoses, spray nozzles, and other equipment between customers. Chairs, headrests, shampoo bowls, and other items should also be thoroughly cleaned and sanitized between each use. Where appropriate, consider adding a paper cover, sheet, or clean towel that can be easily disposed of or cleaned for use between customers. Since porous surfaces such as fabric chair seats cannot be easily disinfected, consider covering with a plastic or disposable liner and cleaning or disposing of the liner after each customer.
- 1.16.5.5.** Where linens are used, even if the customer does not get under them, the linens must still be removed for laundering and the bed or table properly disinfected before each use by a customer. All dirty linens, including towels, sheets, blankets, smocks, and reusable capes, should be placed in a closed container and not used again until properly laundered either by a commercial laundering service or a laundering process that includes immersion in water of at least 160 degrees Fahrenheit for at least 25 minutes. Store all clean linens in a clean, covered place. Ensure Personnel who handle dirty linens or laundry wear gloves and a Face Covering.
- 1.16.5.6.** Address cleaning of any other areas used by the Personal Service Provider consistent with this Directive and other applicable cleaning standards.

2. Additional Requirements for Establishments that Provide Personal Services

[These requirements apply to all Personal Service Providers that welcome customers into a storefront or other building]

- 2.1.** Establishments offering Personal Services indoors must evaluate the facility to determine the number of people (including customers and Personnel) who may safely fit inside at any time while ensuring proper social distancing and other restrictions as required by this Directive and the Stay-Safe-At-Home Order, including but not limited to the requirement that all customers be stationed at least six feet away from other customers at all times. Educate Personnel about capacity limits and require them to enforce limits by, for example, spacing out customer appointments and ensuring that customers do not wait in the waiting area before appointments as outlined below.
- 2.2.** Personal Service Providers offering services indoors must adjust their occupancy to limit the number of people (excluding Personnel) indoors at any one time to the **lesser** of: (1) 25% the facility's maximum occupancy limit or (2) the number of people who can maintain at least six feet of physical distance from each other in the business at all times.
- 2.3.** Develop and implement written procedures to "meter" or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of



its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility. Add all COVID-19 related signage to the establishment as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

- 2.4. Prohibit customers from bringing additional people with them to their appointment. If the person receiving the service is a minor, they may bring an adult guardian, or if the person receiving the treatment is disabled or needs assistance due to health reasons they may bring an adult care provider. Personal Service Providers may consider allowing adult customers to bring their minor children if they have no other childcare options. Anyone entering the establishment must be screened and wear a Face Covering as outlined in Section 1 above and must be included when determining whether the establishment has reached its capacity limit.
- 2.5. Make any necessary adjustments to the layout of the establishment to allow for proper social distancing. For example, chairs and workstations must be arranged to ensure at least six feet of space between chairs or workstations so that customers are at least six feet from other customers at all times. Establishments should consider additional divider shields or other impermeable barriers where appropriate.
- 2.6. Establishments should, whenever possible, remove items with surfaces that cannot be cleaned and sanitized properly, including throw pillows, fabric-lined chairs, and fabric seat cushions. Also, establishments must remove other objects from waiting areas like books, magazines, toys, and pamphlets in order to avoid having multiple people touch the same object without it being properly cleaned.
- 2.7. Establishments must prohibit customers from waiting inside in a waiting area before an appointment. Prohibit customers from congregating in the reception area or elsewhere in the establishment. Have customers wait outside with their Face Covering on or in their cars before their appointments. In larger locations, reception areas should only have one customer at a time and modify the area for adequate minimum six-foot physical distancing, including removing or blocking off chairs and sofas.
- 2.8. If all or part of a Personal Service Provider’s establishment has been vacant or dormant during the Stay-Safer-At-Home Order, then the Personal Service Provider must ensure plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems online at <https://sfwater.org/index.aspx?page=1327>.
- 2.9. All establishments offering indoor Personal Services to customers who must remove their Face Coverings during the service must conspicuously post signage, including at all primary public entrances, indicating which of the following ventilation systems are used at the facility: all available windows and doors are kept open; HVAC systems fully operational; air purifiers with appropriate filters; or none of the above [explain]. The County is making templates for the signage available online at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The templates may be updated from time to time, and businesses are strongly urged to keep informed of those changes and update their signage accordingly.
- 2.10. All establishments offering indoor Personal Services must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH’s



guidance for improved ventilation available at: <https://www.sfcdep.org/COVID-ventilation>.

2.11. Develop a plan and implement sanitization requirements, including:

- 2.11.1.** Instruct Personnel that they are responsible for keeping their workspaces clean and sanitized. Each Personal Service Provider must clean and properly sanitize their workspace at the end of each shift and between customers.
 - 2.11.2.** Ensure Personnel have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.
 - 2.11.3.** Clean and disinfect high touch surfaces in common areas routinely throughout the day and otherwise in accordance with the Social Distancing Protocol. Common areas include, but are not limited to, the following common-use area: lobbies, lounge or seating areas, entry ways, hallways, bathrooms, changing areas, elevators, and stairwells. Clean and disinfect all high touch surfaces and devices found in common areas such as door handles, railings, faucets, toilets, elevator buttons, coat hooks, hangers, furniture, computers, telephones, and other devices that are touched by people throughout the day.
 - 2.11.4.** Discontinue the use of shared food and beverage equipment in breakrooms (including shared coffee brewers). Microwaves in break rooms or other communal areas may be used if they are disinfected by wiping the interior and exterior with an approved disinfectant after each use. Water coolers may also be used if: (1) touch surfaces are wiped down with an approved disinfectant after each use, and (2) any persons changing a container-type water cooler must wash their hands or use hand sanitizer immediately prior to handling/replacing the water container.
 - 2.11.5.** Equip the reception area and all workstations with proper sanitation products, including hand sanitizer and sanitizing wipes. As required by the Social Distancing Protocol, hand sanitizer must be provided for customers at entrances or check-in areas.
 - 2.11.6.** Disinfect station counters, rolling carts, drawers, hand mirrors, tools, and other surfaces between use for each customer.
 - 2.11.7.** Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Vacuum wherever possible using a vacuum with a HEPA filter. Alternately, gently sweep floors and do so between customers and when there are as few people in the area as possible. Personnel responsible for sweeping or vacuuming floors must wear a Face Covering.
- 2.12.** Where feasible, prohibit Personnel from sharing equipment, such as phones, tables, or computers. Any furniture, tools or equipment that must be used by more than one individual must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol between use by different Personnel. If Personnel must share a workspace, such as on alternating shifts, then the location must be sanitized in a manner that complies with the requirements contained in the Social Distancing Protocol after each use.

2.13. Remove and prohibit the use of product samples otherwise available in the establishment.



3. Additional Requirements Specific to Hair and Barber Services

[These requirements apply to all Personal Service Providers that work with hair on the face or head, including hair washing and cuts, styling, blowouts, beard grooming, braiding, and weaving/artificial hair integration]

- 3.1. The customer must wear a Face Covering at all times and it must not be removed during the service. One way to facilitate this is for the service provider to provide the customer a Face Covering that attaches with ear-loops in order to avoid interfering with styling at the back of the head during the service. This rule generally prohibits styling or trimming of facial hair unless it is outside the area covered by a Face Covering.
- 3.2. Provide a clean smock or cape for each customer.
- 3.3. If appropriate for the service, ask customers to come to their appointments with freshly cleaned hair to minimize appointment time.
- 3.4. Consider temporarily eliminating services that require lengthy blow-drying. When blow-drying is used, ensure that the dryer is not aimed at other customers or Personnel or take other steps to reduce the risk, such as minimizing the number of customers and Personnel nearby, use of barriers, moving outside for use of the dryer, etc.
- 3.5. Consider moving certain services that are long in duration, that include blow-drying, or that do not require access to a mirror or other equipment outdoors when possible, which might include use of a hair-dryer or braiding/weaving.

4. Additional Requirements Specific to Esthetician, Skin Care, and Cosmetology Services

- 4.1. Treatment tables or chairs must be covered with either clean treatment table paper, a clean towel, or a clean sheet before each use. After use, do not shake out any dirty laundry. Place used linens in a lined, lidded receptacle positioned outside the treatment space to minimize the possibility of dispersing virus in the air. Dispose of any paper in a trash bin that has a lid and is lined with a disposable plastic bag.
- 4.2. Personal Service Providers must wear disposable gloves at all times during the service and while cleaning or disinfecting implements and surfaces between each client session. Gloves must be replaced between each customer.
- 4.3. Before leaving the treatment room, Personal Service Providers must remove and dispose of gloves, apply hand sanitizer or wash hands with soap and water, and use a previously readied disposable barrier, such as a paper towel or sanitizer wipe, to open and close the treatment room door while leaving the room.
- 4.4. When wax pots are running low and new wax needs to be added, empty any remaining wax and clean and disinfect the wax pot before refilling with new wax. Single use applicators must be disposed of immediately after use in a trash bin that has a lid and is lined with a disposable plastic bag.



5. Additional Requirements Specific to Electrology Services

- 5.1. Treatment tables or chairs must be covered with either clean treatment table paper, a clean towel, or a clean sheet before each use. After use, do not shake out any dirty laundry. Place used linens in a lined, lidded receptacle positioned outside the treatment space to minimize the possibility of dispersing virus in the air. Dispose of any paper in a trash bin that has a lid and is lined with a disposable plastic bag.
- 5.2. Closely adhere to sterilization requirements for all items, including tweezers, rollers, and needle holder caps. Ultrasonic cleaning units, forceps, and all containers, including their removable parts, must be cleaned and disinfected between each client according to the manufacturer's instructions.
- 5.3. Where possible, use disposable probes that do not require a probe tip or cap, which will reduce exposure points. If not using disposable probe tips or caps, the removable tip or cap of the epilator needle/probe holder must be cleaned and disinfected after each client.
- 5.4. Needles used for electrolysis must be single-use, disposable, pre-packaged, and sterile and disposed of in an approved sharps container immediately after use. Sharps containers must be discarded in accordance with biomedical waste regulation.

6. Additional Requirements Specific to Nail Salons

- 6.1. Disposable gloves must be worn throughout the entire service and while performing cleaning and disinfection of all implements and surfaces after each client. Once cleaning is finished, remove and dispose of gloves and apply proper hand sanitizer or wash hands with soap and water.
- 6.2. Foot-spas, basins, and pedicure bowls must be properly cleaned and disinfected after every client even if a disposable plastic liner is used.
- 6.3. Nail salons should use disposable supplies whenever possible. Any non-disposable supplies must be fully disinfected between customers according to the California Board of Barbering and Cosmetology guidelines.
- 6.4. All single use items, such as cardboard files, sand-bands for drills and buffers, disposable sandals, toe separators, and applicators must be used once and immediately thrown away in a trash bin that has a lid and is lined with a disposable plastic bag.
- 6.5. To reduce the number of touchpoints, remove the nail polish displays. In the absence of a nail polish display, use a color palette, which is to be cleaned and disinfected after each client use. If the nail polish display cannot be removed, prohibit customers from handling the nail bottles. Nail polishes must be cleaned and disinfected before being returned to the display.
- 6.6. Consider whether it is feasible to install a plastic partition between the worker and client with ample space cut out where hands or feet can be slid underneath to conduct the manicure or pedicure.
- 6.7. Allow only one manicurist to work at each station and do not allow clients to get multiple services at the same time, such as a manicure and pedicure, because of the inability to provide for adequate physical distancing between Personnel performing those services.



- 6.8. Where feasible, nail salons should consider upgrading existing ventilation to include locally-exhausted nail tables.
- 6.9. Certain services already require use of a respirator by the service provider. Whenever a respirator is required, examine the respirator to see if it has exhaust valves or vents. If so, these should be covered with a separate cloth mask or Face Covering in order to protect the customer and others from focused jets of exhaled air that can escape from valves or vents.

7. Additional Requirements Specific to Body Art Services

[These requirements apply to all Personal Service Providers that perform piercings, tattoos, or other body modifications]

- 7.1. Disposable gloves are required throughout the service and while performing cleaning and disinfection of all implements and surfaces after each customer session.
- 7.2. Body art services for the mouth and nose area are prohibited.
- 7.3. Customers must keep their Face Covering on during the entire body art service.

8. Additional Requirements Specific to Massage Services (Non-Healthcare Setting)

- 8.1. Require customers to wash their hands for at least 20 seconds or use hand sanitizer at the beginning of any treatment.
- 8.2. Consider alterations to the treatment table setup to support the required cleaning and disinfecting protocols. This could include using disposable face cradle covers and/or protecting the table, table warmers, bolsters, and other items with washable barriers like plastic covers that can be easily cleaned or pillowcases that can be removed and replaced between each client. Barriers are not a substitution for the required cleaning and disinfecting protocols.
- 8.3. Clean linens must be stored outside of the treatment room.
- 8.4. Evaluate whether facial massages or other hands-on work to the face will be offered. If providing such services, use non-latex gloves for this part of the treatment. Facial massages must not be performed if it requires removal of the client's Face Covering.
- 8.5. Consider providing any hand treatments as the last part of the service to minimize the spread of virus particles that may remain on the hands. Alternately, Personal Service Providers should wash their hands for at least 20 seconds or use hand sanitizer before and after performing hand treatments.
- 8.6. Personal Service Providers must wash their hands for at least 20 seconds with soap and water or use hand sanitizer immediately upon finishing massage services.
- 8.7. If the massage provider uses any kind of heating system to warm the room or other equipment, take steps to minimize the risk such as eliminating all use of heating fans that circulate air in a small enclosed area (which is a risk during a lengthy procedure) and using heating pads or heat laps, as appropriate under other guidelines and regulations.

Health Officer Directive No. 2020-30d (Exhibit B) Health and Safety Plan (issued 3/2/2021)

Each Indoor Personal Service Provider must complete, post onsite, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

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

- Personal Service Provider is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-30d, available at www.sfdph.org/directives.
- Whenever possible, offer services outdoors and indoors to provide customers choice and reduce crowding indoors.
- Adjust occupancy to the lesser of 25% (excluding Personnel) or the number of people who can safely fit in the space with proper social distancing. Complete any necessary adjustments to the layout of the business to allow for proper social distancing, including ensuring customers are always at least six feet from other customers and customers are not waiting in any waiting area before an appointment. List the maximum number that can safely be in the facility at one time here: _____
- Implement a metering system to maintain occupancy limits.
- Ensure that plumbing is functioning and, if the facility was dormant, the pipes have been flushed. See sfwater.org/index.aspx?page=1327 for more details.
- Reviewed and implemented applicable guidance regarding ventilation for all indoor spaces.
- Added all required COVID-19 signage to entrances and employee break rooms.
- If your business offers services that require customers to remove their Face Covering, add signage regarding ventilation.
- Implement policy to ensure Personnel comply with social distancing requirements and to limit the number of people in the business at a given time, consistent with the requirements in the Stay-Safer-At-Home Order.
- Personnel, members of the public who seek services, and all other people onsite are required to wear Face Coverings as provided in the Face Covering Order and this Directive. Face Coverings must not be removed during services.
- Consider use by Personnel of face shields, goggles, or other eye protection.
- Ensure daily COVID-19 symptom and exposure screening is completed for all Personnel as required by the Social Distancing Protocol (Appendix A of Health Officer Order C19-07) and its **Attachment A-1**. Personnel who answer "yes" to a question must not come to work. This handout is available online at www.sfcddcp.org/screening-handout.

Health Officer Directive No. 2020-30d (Exhibit B) Health and Safety Plan (issued 3/2/2021)

- Screen all customers and other visitors on the day of the appointment or service prior to coming in to the facility as outlined by the Social Distancing Protocol and its **Attachment A-2**. Any person who answers “yes” to a screening question must have service cancelled or rescheduled. No cancellation or rescheduling fee may be charged in that situation. The customer screening handout is available online at www.sfcdcp.org/screeningvisitors.
- Implement all sanitization requirements as described in this Directive.
- Ensure that Personnel have access to cleaning supplies so that they can clean surfaces as needed on their own when custodial staff is not available.
- High touch surfaces in common areas must be cleaned and disinfected routinely throughout the day.
- All tools and equipment used for services must be properly cleaned between each use as outlined in the Directive. Whenever possible, prohibit Personnel from sharing equipment, and any shared equipment must be properly sanitized between each use.
- Evaluate and implement available options for allowing customers to complete paperwork electronically before arrival and to check-in for their appointments online.
- Whenever possible see customers by appointment only (and for hair salons and barbershops no walk-ins are allowed under current State of California guidelines).
- Do not allow a service provider to see multiple customers at the same time, and do not allow multiple service providers to work on the same person at the same time.
- Service providers must wear gloves to the extent they are required for certain services by this Directive, and ensure that clean gloves are used for each customer.
- If possible, remove or prohibit use of surfaces that cannot be cleaned and sanitized properly.
- Review and implement all industry-specific guidance in the Directive (Exhibit A, Sections 3 through 8).

Additional Measures

Explain:



**Interim Guidance: Gyms, and Fitness Centers (Indoor and Outdoor)
During the COVID-19 Pandemic**

UPDATED March 2, 2021

ALERT: Remain Cautious

In alignment with the State’s recommendations, San Francisco is reopening at the State’s Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there **remains a risk that people who you come into contact with may have COVID-19**. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that **some of these variants are more likely to cause serious illness and death in unvaccinated people**. The opening of sectors does not necessarily signify that these activities are “safe.”

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don’t live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don't live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

AUDIENCE: Gyms and Fitness Centers operating indoors and/or outdoors, and their patrons. Patrons of Gyms and Fitness Centers should read this because it conveys the risks associated with indoor exercise versus outdoor exercise and relays best practices to help keep patrons and Personnel healthy and safe.

NOTICE: The following guidance was developed by the San Francisco Department of Public Health (SFDPH) for use by Gym and Fitness Centers and will be posted at <http://www.sfdcp.org/businesses>. Guidance in this document **may be revised** due to changes in the **COVID-19 risk level tier** for San Francisco as assigned by the **California Department of Public Health**. Please see the associated changes in the **Business Capacities and Activities Table (BCAT)** at the top of this document: any changes made on the Table override the conflicting information in this document.

BACKGROUND: The Stay Safer at Home Health Order (C19-071) authorizes Outdoor Gyms and Fitness Centers and Indoor Gyms and Fitness Centers to operate. Outdoor and Indoor Gyms and Fitness Centers are required to adhere to these guidelines and must monitor forthcoming Health Orders and Directives which are posted at <https://www.sfdph.org/healthorders> and <https://sfdph.org/healthdirectives>.

Summary of Changes since the 1/27/2021 Version

- Minor format changes

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KEY POINTS

The number of people inside a gym is limited to the capacity listed in the Business Capacities and Activities Table (**BCAT**).

- No one under the age of 18 is permitted

How Does COVID-19 Spread?

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

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

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

COVID-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact](#). To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don’t live in your Household.
- [Wear a Face Covering](#). Cover your mouth and nose with a Face Covering in public settings and when around people who don’t live in your Household.
- Routinely [clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and **get tested**.

Flu vaccines

Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. **Strongly encourage all Personnel to get a flu shot**. Post signage to encourage flu vaccine among patrons, visitors, etc.

COVID-19 vaccine is here!

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC, and California's own Scientific Safety Review Workgroup have reviewed data from clinical trials to ensure the safety and effectiveness of COVID-19 vaccines. **We strongly encourage all persons to get vaccinated.** The first vaccines approved in the US are about 95% effective in preventing sickness from COVID-19, however we do not know how well they prevent infections that do not cause symptoms. This means that we do not know how common it is for a person who got the vaccine to carry the virus and transmit to others, including [those who have increased risk for severe illness or death](#). Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wear a mask that covers your mouth and nose when outside your home, avoid get-togethers/gatherings, avoid being indoors with people you don't live with, stay at least 6 feet away from others, and wash your hands after touching shared objects or after touching your face. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax.

If you have received the COVID-19 vaccine, please read more about whether you need to quarantine at: www.sfcddp.org/quarantineaftervaccination

CA Notify – another way for us to stop the spread

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

If you are using **CA Notify** and you test positive, **your diagnosis will not be shared** with others. However, if other people were in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

Additional Requirements for Gyms/Fitness Centers

Indoor activities with people outside of your household have a much higher risk of COVID-19 transmission to you and your community than outdoor activities. You must consider the impact of this increased risk on yourself and your community. Gyms and Fitness Centers are **strongly encouraged to prioritize and use outdoor space** whenever feasible and may use outdoor AND indoor space as conditions allow under the current Order.

Please see Indoor Risk During the COVID-19 Pandemic at <https://www.sfcddp.org/indoorkisk>

- Exercising increases rate and intensity of exhalation and the risk of viral transmission. For ANY activity that may increase breathing rate and/or intensity (including but not limited to cardio/aerobic activities or weight-lifting), facilities **must** ensure individuals are **at least 12 feet apart** from all others while engaging in those activities when **indoors** and at least six feet apart when outdoors. **The greater the space** between patrons who are breathing heavily, **the safer**.
- Maintain at least six feet distance for stationary activities that do not increase breathing rate or intensity, such as stretching, gentle yoga or meditation.

- Ensure everyone is wearing a face covering at all times except while hydrating with normal breathing intensity.
- Keep the space clean with **enhanced** disinfecting and sanitation procedures.

Fitness Centers and Gyms may be allowed to open with limitations (refer to the BCAT) and must adhere to the requirements relayed in this guidance. Gyms in locations such as apartment buildings, condominiums or offices may operate if they can be staffed to ensure adherence to all indoor gym protocols and comply with current restrictions listed in the Business Capacities and Activities Table.

PLANNING – Applicable to Outdoor and Indoor Establishments

Indoor and Outdoor Gyms and Fitness Facilities must fill out the applicable Health and Safety Plan outlining how the facility will implement the requirements in this guidance and any relevant Health Officer Directives or Orders. This plan must be shared with Personnel, patrons, and other members of the facility. Gyms and Fitness Facilities operating indoor and outdoor must complete and post a Health and Safety Plan for each space being utilized. Health and Safety Plans can be found at <https://www.sfdph.org/dph/alerts/coronavirus-health-directives.asp#31>

- Post the Health and Safety Plan in a highly visible location for Personnel and patrons
- All mention of “Personnel” shall include but is not limited to salaried and hourly staff and independent vendors and contractors
- The Health and Safety Plan must also be posted on any gyms or fitness center’s public facing website.
- Prepare and post the Social Distancing Protocol (see Appendix A of the Stay-Safer-At-Home Order, posted at www.sfdph.org/healthorders). The Social Distancing Protocol must also be posted on any gym or fitness center’s public facing website.
- Designate a COVID-19 staff liaison to be the single on duty point of contact at each site for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- Assign a **designated site safety monitor** to ensure patrons’ compliance with all aspects of the Health and Safety Plan and this guidance, such as wearing masks, **monitoring space capacity limits**, preventing congregation or crowding, and generally maintaining social distance. When the designated Site Safety Monitor is not on duty (off work, sick or on vacations), assign another staff member to ensure compliance.
- It is strongly recommended that a reservation system be established to manage capacity for gym access and high-use equipment. Facilities should determine in advance how they will monitor in real time the capacity inside the facility and the steps to be taken to make sure it is not exceeded.
- Equip the front desk area with Plexiglas or other impermeable barriers, if feasible, to minimize the interaction between reception workers and patrons.
- Implement virtual, touchless check-in tools, if possible, so that patrons do not have to utilize the reception space.
- Train staff on health and safety practices that must be followed. Share information on [COVID-19, how to prevent it from spreading](#), and which [underlying health conditions](#) may make individuals more susceptible to contracting the virus.

- All Personnel must wear face coverings AT ALL TIMES while in the gym and/or fitness center. [See the Face Covering Health Order No. C19-12c.](#)
- All Personnel must be screened prior to entering the facility every day. See www.sfcddcp.org/screening-handout.

All Personnel must maintain a physical distance of at least six feet from others who are not exercising and 12 feet from patrons performing any indoor activity that increase their breathing rate or intensity. Consider having all staff development meetings remotely by using electronic means, such as email and teleconferencing, to the extent possible.

Metering System - Enforce Capacity Limits

Implement a **Mandatory Metering System** to ensure maximum Capacity Levels specified in the Business Capacities and Activities Table are not exceeded.

- Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
- Consider designating personnel to monitor store capacity.
- Consider increasing the number of on-premises staff to prevent crowding situations during busy seasons.

Indoor retail spaces within an indoor fitness center are **limited** to current use and **capacity limitations**. View **restrictions** in the **BCAT**. In addition, all protocols detailed in Health Officer Directive 2020-17 must be followed. Any indoor workspace such as offices or employee break rooms that are physically part of the facility and required to operate the facility may be used (if current restrictions allow) but must follow all protocols detailed in Health Officer Directive 2020-18. All office functions that can be done remotely must continue to be done so to the maximum extent possible. The number of workers counts towards the current capacity limit for the facility. View restrictions in the BCAT.

Personal care services, such as **massage therapy**, must follow all protocols detailed in Health Officer Directive No. 2020-30.

MANDATORY SIGNAGE REQUIREMENTS

Indoor Gyms/Indoor Fitness Centers

Effective November 17, 2020, **all businesses operating indoors must:**

- Review the San Francisco Department of Public Health (SFDPH) Ventilation Guidance at <https://www.sfdcp.org/COVID-ventilation> and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.
- Indoor Gyms and Fitness Centers must conspicuously post signage, including at all primary public entrances and break rooms, indicating which of the following ventilation systems are used at the facility:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above



*Doors and Windows required to be kept closed for fire/life safety purposes are exempt. For example, **fire doors must remain closed**. Make sure open windows **do not create falling hazards** especially for **children**.*

Sign templates can be found at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

- Post all applicable COVID-19 related signage to the establishment as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. Industry specific signage for gyms and fitness centers can be found here: <https://sf.gov/resource/2020/reopening-guidance-gyms-and-fitness-centers>.
- Display a set of clearly visible rules for patrons and Personnel at the entrance that are to be a condition of entry. The rules must include instructions to wear facial coverings at all times except when hydrating; maintain 6 feet of distance, and at least 12 feet of distance from anyone exercising indoors; no eating; wash hands or use hand sanitizer; disinfect equipment; and to go home if you're sick. Whenever possible, these rules must also be available on the public facing website.
- Post signage in break rooms or other Personnel common areas informing Personnel they can confidentially report violations of health orders by calling 3-1-1.

FACE COVERINGS

Heavy breathing increases the risk of spreading and contracting the virus that causes COVID-19. Face coverings protect the wearer AND those around them and are critically important in Gyms and Fitness Centers.

Face masks and other cloth face coverings keep people from spreading the virus to others by trapping respiratory droplets before they can travel through the air. The most recent research shows that face coverings ALSO protect the wearer by reducing amount of virus that reaches the wearer and thus decreases the risk of severe illness in the wearer. Face coverings are one of the most important measures to protect Personnel and patrons from COVID-19.

All patrons **MUST wear face coverings AT ALL TIMES** while at the gym and/or fitness center except while hydrating with normal breathing. See the Face Covering Health Order No. C19-12c. Gyms must post signage reminding patrons that they must comply with the following rules. Sample signage is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19> .

- Heavy exertion. Patrons must avoid exerting themselves to the point where they may want to remove their face covering. They must be able to wear the face covering continuously while exercising and should be advised to check with their health care professional if they are unsure what activities they can safely participate in while continuously wearing a face covering.
- Hydration. Patrons should slow their breathing to a regular intensity before temporarily removing their face covering to hydrate and should then immediately replace their face covering, and wash or sanitize their hands if they touch their face.
- Eating. Eating is not allowed in the gym or fitness center because it provides additional time that patrons may remove their face covering which leaves those around them at higher risk.
- Replacing soiled face coverings. Recommend patrons bring a replacement face covering in case their face covering becomes wet or soiled. Patrons are only allowed to remove and replace their face covering outdoors and they should wash or sanitize their hands afterward.

Soiled face coverings should be disposed of in a lidded container or impermeable bag like a sealed/tied plastic bag.

- Face covering with vents are not permitted. The facility must indicate in their Health and Safety Plan how they will train Personnel to monitor and respond to patrons wearing face coverings with vents.

Consider providing face coverings for free or available to purchase for patrons.

Face covering quality signage must communicate the following

Best protection

- Surgical mask or multi-layered cloth mask
- If using multi-layered cloth mask it should be tightly woven or high thread count cotton or cotton blend
- Good fit – securely fits over nose, mouth, and under the chin

Good protection

- Single-layer cloth mask
- Double-layered neck gaiter

Not recommended

- Masks that are loosely woven/loosely knit, folded bandana, single-layer neck gator
- Unbreathable material such as plastic or leather
- Overly porous material such as nylon or fleece
- Poor fit – does not securely fit over nose, mouth, and under the chin

GOOD VENTILATION CAN REDUCE COVID-19 TRANSMISSION

The Role of Ventilation

All indoor gyms and fitness centers must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at:

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

Ventilation is important to prevent transmission. Rooms or spaces which are known to have poor ventilation, such as squash courts, are prohibited. Indoor courts and fitness rooms can be utilized only for activities currently permitted in an indoor gym setting IF physical distancing requirements can be maintained at all times, face coverings are worn continuously, the room is not known to have poor ventilation, and listed as currently allowable in the **BCAT**. Each separate room must also adhere to currently allowed capacity and restrictions. Having poor ventilation in a shared space that is used for exercise, even if the exercise is non-aerobic, can substantially increase the risk of transmission.

- Outdoor Gyms may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other sun or weather shelter, but only so long as not more than one side is closed, allowing sufficient outdoor air movement. Ventilation is key to mitigating the spread of COVID-19

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

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

Make Necessary Ventilation Improvements, If Feasible, Including:

- Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.

Do not prop or wedge open fire doors. Continue to follow fire and building safety requirements.

If open windows pose a risk of falls for children, use window locks to keep windows from opening more than 4 inches, or other safety devices to prevent falls.

- If your program has an HVAC system (sometimes called mechanical ventilation, forced air, or central air), follow the recommendations in [SFDPH Ventilation Guidance](#). Prioritize maximizing the intake of outdoor air and minimizing recirculated air during the COVID19 pandemic. Recommendations include:
 - Make sure the HVAC system is checked by a professional and is working properly.
 - Open outdoor air dampers and close recirculation dampers ("economizers"). This will maximize the amount of outdoor air that the HVAC system takes in and minimize the amount of indoor air that is recirculated.
 - If you can use higher-efficiency air filters without reducing airflow or damaging your HVAC system, use air filters rated MERV13 or better.

- Disable "demand-control ventilation controls" so fans keep running even when a room doesn't need to be heated or cooled.
- Keep the HVAC system running even when the building is not being used, if you can. If your HVAC system has a timer, set it to run, at a minimum, from 1-2 hours before the building opens until 2-3 hours after everyone has left the building, including custodial staff.
- Consider using portable air cleaners ("HEPA filters").
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual's space to another's space.

Email Ventilation questions to: dph.doc.ventilation@sfdph.org

Contact Tracing

The San Francisco Department of Public Health, in partnership with community, including gyms and fitness centers, helps identify those who have had close contact with anyone who has COVID-19. People can transmit the virus 48 hours before they develop symptoms. Some people never develop symptoms and can still transmit the virus. **We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease.** We do this whenever there is an outbreak of infectious diseases like measles, tuberculosis, and others to protect the community's health.

Help ensure the health of your Personnel, patrons, and our community. Retain the attendance/schedules of all personnel at your organization for up to three weeks. It is recommended that organizations maintain a list of patrons willing to voluntarily provide their name and contact information for contact tracing purposes. Any lists should be discarded after three weeks. Patrons are not required to provide contact information.

If Personnel or a patron tests positive for COVID-19, the organization must assist the Department of Public Health in identifying other Personnel or patrons who may have been exposed.

Cover your face, test early, and trace! Find out more at <https://covid19.ca.gov/contact-tracing>.

SETTING UP THE SPACE

The Guidance below must be followed for Indoor **AND** Outdoor facilities **except** for when clearly stated. Review the **BCAT** when preparing your space. Refer to this table frequently as it will be updated as we follow the State's [Blueprint for a Safer Economy](#).

Physical Distancing

Physical exertion from exercising can increase exhalation rate and intensity, making physical distancing even more important to lower the risks of transmitting the virus that causes COVID-19.

- 12 feet is the minimum distance required around patrons performing any activity that increases breathing rate or intensity for indoor exercise and at least six feet of distance for outdoor exercise.
- Six feet is the minimum distance that is required between those who are not performing exercise that increases breathing rate or intensity.
- Whenever possible increase the distance.

- The maximum number of people, including Personnel and Patrons, allowed inside the indoor facility at any time is limited to the capacity listed in the **BCAT**, or the number that can maintain at least six feet of physical distance at all times AND 12 feet physical distance around exercising patrons, whichever is less.
- The capacity limit applies to discrete spaces within the facility. For example, a gym's 10% capacity for an entire facility may be 25 people, but 10% capacity for a smaller room or space within the gym may only be two or three people.

Physical Distancing for Outdoor Gyms and Fitness Center

Evaluate the outdoor space to determine the number of people (including patrons and Personnel) who may safely fit in the Outdoor Gym area.

- Patrons must maintain physical distancing of at least six feet from people outside their household at ALL TIMES AND 12 feet around patrons engaged in indoor exercise that increases breathing rate or intensity. Use signage, floor tape and/or directional guidance to help to ensure physical distancing as Personnel and patrons move around the space.
- Use signage and on-going monitoring to ensure that individual rooms and spaces within a facility and the outdoor space do not exceed their capacity.
- Arrange the space and/or develop processes to monitor and maintain required physical distancing at all times. Consider one or more of the methods below:
- Arrange equipment at least six feet apart (for example, for stretching) or 12 feet apart (for example for stationary bike usage) where required by indoor activity.
- Arrange equipment in an "X" pattern to provide greater distancing.
- Block off every other machine or move equipment so that they are farther apart.
- Develop a monitoring plan for which machines are in use at any time to maintain 12 feet of distance where needed for indoor establishments and six feet for outdoor establishments. Implement a reservation or sign up system for individual machines.
- Physical barriers can be helpful to minimize exposure between patrons and Personnel or to segregate exercise areas but should not significantly block overall airflow in the space.

Outdoor Gyms Regulations

Outdoor gyms must address potential hazards and comply with state and local laws, regulations and permitting requirements.

- For more information about setting up your outdoor space please visit San Francisco's Shared Spaces Program at <https://sf.gov/shared-spaces>.
- Outdoor Gyms must be in compliance with the [Cal/OSHA Guide to Electrical Safety](#) and the [Cal/OSHA standards for heat illness prevention](#).
- Patrons may engage in self-directed fitness. For example, patrons may individually use free weights or other fitness equipment. Patron pathways to and from equipment must allow required physical distance be maintained at all times (for example, 12 feet of distance is required for a pathway that passes a cardio machine indoors and six feet for outdoors).

- One-On-One Personal Training is allowed when at least six feet of physical distancing can be maintained, or 12 feet if any indoor activity that increases breathing rate or intensity is performed. View current restrictions in the **BCAT**.
- Patrons are not permitted to engage in activities that require others to be within 6 feet for safety reasons or otherwise, such as spotting while lifting weights.

Activity and Space Considerations

Self-directed fitness

For patrons using self-directed fitness equipment (excluding climbing walls which are subject to separate cleaning requirements, above), disinfectant spray and wipes must be conveniently located and available for patrons to wipe off equipment between usage by patrons (see Sanitizing and Disinfecting section, below). Take steps to ensure that another patron does not begin using self-directed fitness equipment before it has been disinfected. Personnel should monitor compliance with disinfecting self-directed fitness equipment and the availability of disinfecting supplies. Patrons and Personnel should be provided information, by signage or other means, about how to inform the facility's designated COVID-19 monitor of safety concerns in real time.

Climbing Walls

Climbing Walls may be permitted with additional requirements listed below. View current restrictions in the **BCAT**.

- Patrons must wash hands with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol before and after each climb (Patrons do not have to wash or disinfect hands when repeating a climb if no one outside of their Household used the same holds or equipment between climbs)
- Climbing walls must be separated by tape or other visual cues so climbers stay in their "lanes" and maintain required six feet of distance
- No shared chalk
- Renting equipment to patrons is allowed. All equipment must be thoroughly cleaned and disinfected between each use with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with the guidelines found in Section 5 of Appendix C-1 of the latest update to the Stay-Safer-At-Home Order ([Health Order C19-07](#)), which may be modified by the Health Officer as new information becomes available
- Encourage climbers to limit their climbing partners to a select few
- Highly recommend belay partners or spotters wear eye protection and encourage facilities to provide and sanitize between use. Small businesses can request free PPE from the City. See this link for more information: <https://oewd.org/free-ppe-available> Sanitize climbing walls as often as feasible.

Group Classes

Group cardio/aerobic fitness classes (such as spinning, kickboxing, etc.) are not permitted at this time. View current restrictions in the **BCAT**. High contact activities that require close contact of less than six feet in distance are not allowed unless otherwise permitted under the Stay-Safer-At-Home Order. This

would include activities such as group sporting events, organized intermural activities, pick-up basketball, handball, or organized races.

Amenities

- Locker rooms, benches, lockers, showers, saunas, steam rooms and other amenities must remain closed at this time. Patrons may access a locker room only to access a restroom. Please refer to the [BCAT](#) for current capacity limitation in indoor gyms. Businesses are encouraged to monitor use of restrooms by either requiring a key to access or stationing a restroom/locker room attendant nearby.
- Childcare spaces, indoor playgrounds, and/or sensory walls/stations/tables. Access to these areas are subject to posted limitations in **BCAT**.
- Closed areas/amenities must be made inaccessible to patrons by locking doors or using tape or other barriers to block off the area. At the entrance to each closed area and on each closed amenity, signage must be posted telling patrons that the area/amenity is off-limits.
- Gyms and fitness studios are encouraged to **set aside spaces or times** for use by **community members** who are **vulnerable** to poor health outcomes from COVID-19.
- Wherever possible, install **touchless**, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups. Display signage reminding Personnel and patrons that the bottle or cups should not touch the water dispenser. If a touchless water dispenser is not feasible, remind workers and patrons to wash their hands or use proper hand sanitizer before and after touching the water release button on drinking fountains.

HEALTH SCREENINGS OF PATRONS

- Facilities must screen all patrons entering the indoor and/or outdoor facility with the questions about COVID-19 symptoms and exposure to COVID-19. Facilities must ask the questions and relay the information found at: <https://www.sfcddcp.org/screeningvisitors>

Facilities **must exclude** those who answer **yes to any of the questions** on the above form.

SANITIZING AND DISINFECTING

Gyms and Fitness Centers must develop a plan and implement sanitation requirements that exceed standard industry requirements. Protocols should include but are not limited to the following:

- All Personnel and patrons must **wash** or **sanitize** their **hands** upon entering the indoor and/or outdoor facility. Patrons must wash or sanitize their hands between before and after use of shared equipment.
- Facilities **must provide** a washing station, hand sanitizer, or sanitizing wipes for patrons and Personnel.
- Require Personnel to **regularly clean** and **disinfect high touch areas** and surfaces, such as **doorknobs, handles, rails, light switches, restrooms, sinks, toilets, benches, front desk areas, keyboards, computers, phones, fitness machines, gear, accessories, sanitation stations**, and other equipment throughout the day following CDC guidelines found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- Require **patrons** to **disinfect** any **fitness machine**, accessories, or other **equipment** before and after each use. Post signage to remind patrons of this requirement (climbing walls exempted). Make disinfectant spray and wipes available for patrons at convenient locations. Ensure that lined, non-touch trash receptacles are available.
- If a patron is unable to wipe/disinfect equipment after exercise, provide “**Ready to Clean**” tags for members to place on equipment after use to alert Personnel that the equipment must be sanitized before the next patron may use the equipment.
- Take steps to ensure that another patron does not begin using self-directed fitness equipment before it has been disinfected. **Personnel** should **monitor** compliance with disinfecting self-directed fitness equipment and the availability of disinfecting supplies. Patrons and Personnel should be provided information, by signage or other means, about how to inform the facility’s designated COVID-19 monitor of safety concerns in real time.
- Disinfecting products must be approved for use against COVID-19. An approved list can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

FREQUENTLY ASKED QUESTIONS

What if someone at my Gym or Fitness Center tests positive for COVID-19?

People may be able to transmit the virus 48 hours before they develop symptoms of COVID-19. Some people never develop symptoms and can still transmit the virus. See SFDPH guidance on [What to do if Someone at the Workplace Has COVID-19](#) which can be found at: www.sfdcp.org/covid19-positive-workplace.

Some of our patrons use gloves for weightlifting and other exercise activities. Are they allowed?

Patrons may wear their gloves while working out but should be reminded about disinfecting and hand washing. Gloves do not replace disinfecting, hand washing or other sanitizing protocols.

What about towels?

Encourage guests to bring their own towels. If your establishment decides to provide towel service, used towels will need to be stored in a lidded container. Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely. Towels, whether provided by the establishment or brought by the guests, do not replace the requirement to disinfect fitness machines, accessories, or other equipment used by the patrons.

Should we encourage the use of face shields?

Highly recommended for belay partners and spotters using climbing walls. There is currently no recommendation that the general public wear eye protection for most day to day activities. However, your eyes can theoretically be a route of infection for COVID-19. A face shield or goggles (but not regular glasses) could provide protection against these types of exposures. Therefore, individuals, particularly those at high risk of exposure or serious disease from COVID, may decide to wear eye protection in addition to face covering as an extra layer of protection against acquiring COVID-19 infection.

RESOURCES

Stay informed. Information is changing rapidly. Useful resources can be found at:

- San Francisco Department of Public Health (SFPDH)
<https://www.sfgdcp.org/covid19>
- Printable resources from SF.GOV for businesses, Including signage
<https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- California Blueprint for a Safer Economy issued by the State of California
<https://covid19.ca.gov/safer-economy/#reopening-data>
- California Department of Public Health (CDPH) Industry Guidance for Fitness Facilities
<https://files.covid19.ca.gov/pdf/guidance-fitness.pdf>
- Centers for Disease Control and Prevention (CDC)
List of Guidance documents (searchable)
<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html>
Using Gyms, Fitness Centers, or Studios
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#gyms>



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-31c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR INDOOR GYMS OR FITNESS CENTERS**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that indoor gym or fitness centers, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4.e and 11 of Health Officer Order No. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. Wednesday, March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, children, their families, and the community.



Health Officer Directive No. 2020-31c

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

- 1. This Directive applies to all owners, operators and managers of indoor gyms or fitness centers operating under subsection 16 of Appendix C-1 of the Stay-Safer-At-Home Order (“Indoor Gyms or Fitness Centers”).**
- 2. Attached as Exhibit A to this Directive is guidance from the Department of Public Health for Indoor Gyms or Fitness Centers (“Guidance”). All Indoor Gyms or Fitness Centers must comply with all applicable requirements listed in the Guidance.**
- 3. Each Indoor Gym or Fitness Center must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Each Indoor Gym or Fitness Center must (a) make the Health and Safety Plan available upon request to all Personnel working on site and to the patrons, customers or members it serves, (b) provide a summary of the plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the plan online and at the entrance to any other physical location that the Indoor Gym or Fitness Center operates within the City. Also, each Indoor Gym or Fitness Center must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive or the Stay-Safer-At-Home Order upon demand.**
- 5. Each Indoor Gym or Fitness Center subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Indoor Gym or Fitness Center’s Personnel. If any Indoor Gym or Fitness Center is unable to provide these required items to Personnel or otherwise fails to comply with required Guidance, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant operation, any such Indoor Gym or Fitness Center is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**
- 6. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with the Indoor Gym or Fitness Center 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.**
- 7. This Directive may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. All Indoor Gyms or Fitness Centers must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website**



Health Officer Directive No. 2020-31c

(www.sfdph.org/healthorders; www.sfdph.org/directives) regularly.

- 8. Implementation of this Directive augments—but does not limit—the obligations of each Indoor Gym or Fitness Center under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. Each Indoor Gym or Fitness Center must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive**

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

A handwritten signature in black ink, appearing to read "Susan Philip".

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

Date: March 2, 2021



Interim Guidance: Gyms, and Fitness Centers (Indoor and Outdoor) During the COVID-19 Pandemic

UPDATED March 2, 2021

ALERT: Remain Cautious

In alignment with the State’s recommendations, San Francisco is reopening at the State’s Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there **remains a risk that people who you come into contact with may have COVID-19**. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that **some of these variants are more likely to cause serious illness and death in unvaccinated people**. The opening of sectors does not necessarily signify that these activities are “safe.”

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don’t live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don't live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

AUDIENCE: Gyms and Fitness Centers operating indoors and/or outdoors, and their patrons. Patrons of Gyms and Fitness Centers should read this because it conveys the risks associated with indoor exercise versus outdoor exercise and relays best practices to help keep patrons and Personnel healthy and safe.

NOTICE: The following guidance was developed by the San Francisco Department of Public Health (SFDPH) for use by Gym and Fitness Centers and will be posted at <http://www.sfdph.org/businesses>. Guidance in this document **may be revised** due to changes in the **COVID-19 risk level tier** for San Francisco as assigned by the **California Department of Public Health**. Please see the associated changes in the **Business Capacities and Activities Table (BCAT)** at the top of this document: any changes made on the Table override the conflicting information in this document.

BACKGROUND: The Stay Safer at Home Health Order (C19-071) authorizes Outdoor Gyms and Fitness Centers and Indoor Gyms and Fitness Centers to operate. Outdoor and Indoor Gyms and Fitness Centers are required to adhere to these guidelines and must monitor forthcoming Health Orders and Directives which are posted at <https://www.sfdph.org/healthorders> and <https://sfdph.org/healthdirectives>.

Summary of Changes since the 1/27/2021 Version

- Minor format changes

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KEY POINTS

The number of people inside a gym is limited to the capacity listed in the Business Capacities and Activities Table (**BCAT**).

- No one under the age of 18 is permitted

How Does COVID-19 Spread?

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

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

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

COVID-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact](#). To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don’t live in your Household.
- [Wear a Face Covering](#). Cover your mouth and nose with a Face Covering in public settings and when around people who don’t live in your Household.
- Routinely [clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and **get tested**.

Flu vaccines

Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. **Strongly encourage all Personnel to get a flu shot**. Post signage to encourage flu vaccine among patrons, visitors, etc.

COVID-19 vaccine is here!

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC, and California's own Scientific Safety Review Workgroup have reviewed data from clinical trials to ensure the safety and effectiveness of COVID-19 vaccines. **We strongly encourage all persons to get vaccinated.** The first vaccines approved in the US are about 95% effective in preventing sickness from COVID-19, however we do not know how well they prevent infections that do not cause symptoms. This means that we do not know how common it is for a person who got the vaccine to carry the virus and transmit to others, including [those who have increased risk for severe illness or death](#). Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wear a mask that covers your mouth and nose when outside your home, avoid get-togethers/gatherings, avoid being indoors with people you don't live with, stay at least 6 feet away from others, and wash your hands after touching shared objects or after touching your face. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax.

If you have received the COVID-19 vaccine, please read more about whether you need to quarantine at: www.sfcddp.org/quarantineaftervaccination

CA Notify – another way for us to stop the spread

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

If you are using **CA Notify** and you test positive, **your diagnosis will not be shared** with others. However, if other people were in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

Additional Requirements for Gyms/Fitness Centers

Indoor activities with people outside of your household have a much higher risk of COVID-19 transmission to you and your community than outdoor activities. You must consider the impact of this increased risk on yourself and your community. Gyms and Fitness Centers are **strongly encouraged to prioritize and use outdoor space** whenever feasible and may use outdoor AND indoor space as conditions allow under the current Order.

Please see Indoor Risk During the COVID-19 Pandemic at <https://www.sfcddp.org/indoorkisk>

- Exercising increases rate and intensity of exhalation and the risk of viral transmission. For ANY activity that may increase breathing rate and/or intensity (including but not limited to cardio/aerobic activities or weight-lifting), facilities **must** ensure individuals are **at least 12 feet apart** from all others while engaging in those activities when **indoors** and at least six feet apart when outdoors. **The greater the space** between patrons who are breathing heavily, **the safer**.
- Maintain at least six feet distance for stationary activities that do not increase breathing rate or intensity, such as stretching, gentle yoga or meditation.

- Ensure everyone is wearing a face covering at all times except while hydrating with normal breathing intensity.
- Keep the space clean with **enhanced** disinfecting and sanitation procedures.

Fitness Centers and Gyms may be allowed to open with limitations (refer to the BCAT) and must adhere to the requirements relayed in this guidance. Gyms in locations such as apartment buildings, condominiums or offices may operate if they can be staffed to ensure adherence to all indoor gym protocols and comply with current restrictions listed in the Business Capacities and Activities Table.

PLANNING – Applicable to Outdoor and Indoor Establishments

Indoor and Outdoor Gyms and Fitness Facilities must fill out the applicable Health and Safety Plan outlining how the facility will implement the requirements in this guidance and any relevant Health Officer Directives or Orders. This plan must be shared with Personnel, patrons, and other members of the facility. Gyms and Fitness Facilities operating indoor and outdoor must complete and post a Health and Safety Plan for each space being utilized. Health and Safety Plans can be found at <https://www.sfdph.org/dph/alerts/coronavirus-health-directives.asp#31>

- Post the Health and Safety Plan in a highly visible location for Personnel and patrons
- All mention of “Personnel” shall include but is not limited to salaried and hourly staff and independent vendors and contractors
- The Health and Safety Plan must also be posted on any gyms or fitness center’s public facing website.
- Prepare and post the Social Distancing Protocol (see Appendix A of the Stay-Safer-At-Home Order, posted at www.sfdph.org/healthorders). The Social Distancing Protocol must also be posted on any gym or fitness center’s public facing website.
- Designate a COVID-19 staff liaison to be the single on duty point of contact at each site for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- Assign a **designated site safety monitor** to ensure patrons’ compliance with all aspects of the Health and Safety Plan and this guidance, such as wearing masks, **monitoring space capacity limits**, preventing congregation or crowding, and generally maintaining social distance. When the designated Site Safety Monitor is not on duty (off work, sick or on vacations), assign another staff member to ensure compliance.
- It is strongly recommended that a reservation system be established to manage capacity for gym access and high-use equipment. Facilities should determine in advance how they will monitor in real time the capacity inside the facility and the steps to be taken to make sure it is not exceeded.
- Equip the front desk area with Plexiglas or other impermeable barriers, if feasible, to minimize the interaction between reception workers and patrons.
- Implement virtual, touchless check-in tools, if possible, so that patrons do not have to utilize the reception space.
- Train staff on health and safety practices that must be followed. Share information on [COVID-19, how to prevent it from spreading](#), and which [underlying health conditions](#) may make individuals more susceptible to contracting the virus.

- All Personnel must wear face coverings AT ALL TIMES while in the gym and/or fitness center. [See the Face Covering Health Order No. C19-12c.](#)
- All Personnel must be screened prior to entering the facility every day. See www.sfcddcp.org/screening-handout.

All Personnel must maintain a physical distance of at least six feet from others who are not exercising and 12 feet from patrons performing any indoor activity that increase their breathing rate or intensity. Consider having all staff development meetings remotely by using electronic means, such as email and teleconferencing, to the extent possible.

Metering System - Enforce Capacity Limits

Implement a **Mandatory Metering System** to ensure maximum Capacity Levels specified in the Business Capacities and Activities Table are not exceeded.

- Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity.
- Consider designating personnel to monitor store capacity.
- Consider increasing the number of on-premises staff to prevent crowding situations during busy seasons.

Indoor retail spaces within an indoor fitness center are **limited** to current use and **capacity limitations**. View **restrictions** in the **BCAT**. In addition, all protocols detailed in Health Officer Directive 2020-17 must be followed. Any indoor workspace such as offices or employee break rooms that are physically part of the facility and required to operate the facility may be used (if current restrictions allow) but must follow all protocols detailed in Health Officer Directive 2020-18. All office functions that can be done remotely must continue to be done so to the maximum extent possible. The number of workers counts towards the current capacity limit for the facility. View restrictions in the BCAT.

Personal care services, such as **massage therapy**, must follow all protocols detailed in Health Officer Directive No. 2020-30.

MANDATORY SIGNAGE REQUIREMENTS

Indoor Gyms/Indoor Fitness Centers

Effective November 17, 2020, **all businesses operating indoors must:**

- Review the San Francisco Department of Public Health (SFPDH) Ventilation Guidance at <https://www.sfcdcp.org/COVID-ventilation> and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.
- Indoor Gyms and Fitness Centers must conspicuously post signage, including at all primary public entrances and break rooms, indicating which of the following ventilation systems are used at the facility:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above



*Doors and Windows required to be kept closed for fire/life safety purposes are exempt. For example, **fire doors must remain closed**. Make sure open windows **do not create falling hazards** especially for **children**.*

Sign templates can be found at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

- Post all applicable COVID-19 related signage to the establishment as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. Industry specific signage for gyms and fitness centers can be found here: <https://sf.gov/resource/2020/reopening-guidance-gyms-and-fitness-centers>.
- Display a set of clearly visible rules for patrons and Personnel at the entrance that are to be a condition of entry. The rules must include instructions to wear facial coverings at all times except when hydrating; maintain 6 feet of distance, and at least 12 feet of distance from anyone exercising indoors; no eating; wash hands or use hand sanitizer; disinfect equipment; and to go home if you're sick. Whenever possible, these rules must also be available on the public facing website.
- Post signage in break rooms or other Personnel common areas informing Personnel they can confidentially report violations of health orders by calling 3-1-1.

FACE COVERINGS

Heavy breathing increases the risk of spreading and contracting the virus that causes COVID-19. Face coverings protect the wearer AND those around them and are critically important in Gyms and Fitness Centers.

Face masks and other cloth face coverings keep people from spreading the virus to others by trapping respiratory droplets before they can travel through the air. The most recent research shows that face coverings ALSO protect the wearer by reducing amount of virus that reaches the wearer and thus decreases the risk of severe illness in the wearer. Face coverings are one of the most important measures to protect Personnel and patrons from COVID-19.

All patrons **MUST wear face coverings AT ALL TIMES** while at the gym and/or fitness center except while hydrating with normal breathing. See the Face Covering Health Order No. C19-12c. Gyms must post signage reminding patrons that they must comply with the following rules. Sample signage is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19> .

- Heavy exertion. Patrons must avoid exerting themselves to the point where they may want to remove their face covering. They must be able to wear the face covering continuously while exercising and should be advised to check with their health care professional if they are unsure what activities they can safely participate in while continuously wearing a face covering.
- Hydration. Patrons should slow their breathing to a regular intensity before temporarily removing their face covering to hydrate and should then immediately replace their face covering, and wash or sanitize their hands if they touch their face.
- Eating. Eating is not allowed in the gym or fitness center because it provides additional time that patrons may remove their face covering which leaves those around them at higher risk.
- Replacing soiled face coverings. Recommend patrons bring a replacement face covering in case their face covering becomes wet or soiled. Patrons are only allowed to remove and replace their face covering outdoors and they should wash or sanitize their hands afterward.

Soiled face coverings should be disposed of in a lidded container or impermeable bag like a sealed/tied plastic bag.

- Face covering with vents are not permitted. The facility must indicate in their Health and Safety Plan how they will train Personnel to monitor and respond to patrons wearing face coverings with vents.

Consider providing face coverings for free or available to purchase for patrons.

Face covering quality signage must communicate the following

Best protection

- Surgical mask or multi-layered cloth mask
- If using multi-layered cloth mask it should be tightly woven or high thread count cotton or cotton blend
- Good fit – securely fits over nose, mouth, and under the chin

Good protection

- Single-layer cloth mask
- Double-layered neck gaiter

Not recommended

- Masks that are loosely woven/loosely knit, folded bandana, single-layer neck gator
- Unbreathable material such as plastic or leather
- Overly porous material such as nylon or fleece
- Poor fit – does not securely fit over nose, mouth, and under the chin

GOOD VENTILATION CAN REDUCE COVID-19 TRANSMISSION

The Role of Ventilation

All indoor gyms and fitness centers must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at:

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

Ventilation is important to prevent transmission. Rooms or spaces which are known to have poor ventilation, such as squash courts, are prohibited. Indoor courts and fitness rooms can be utilized only for activities currently permitted in an indoor gym setting IF physical distancing requirements can be maintained at all times, face coverings are worn continuously, the room is not known to have poor ventilation, and listed as currently allowable in the **BCAT**. Each separate room must also adhere to currently allowed capacity and restrictions. Having poor ventilation in a shared space that is used for exercise, even if the exercise is non-aerobic, can substantially increase the risk of transmission.

- Outdoor Gyms may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other sun or weather shelter, but only so long as not more than one side is closed, allowing sufficient outdoor air movement. Ventilation is key to mitigating the spread of COVID-19

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

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

Make Necessary Ventilation Improvements, If Feasible, Including:

- Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.

Do not prop or wedge open fire doors. Continue to follow fire and building safety requirements.

If open windows pose a risk of falls for children, use window locks to keep windows from opening more than 4 inches, or other safety devices to prevent falls.

- If your program has an HVAC system (sometimes called mechanical ventilation, forced air, or central air), follow the recommendations in [SFDPH Ventilation Guidance](#). Prioritize maximizing the intake of outdoor air and minimizing recirculated air during the COVID19 pandemic. Recommendations include:
 - Make sure the HVAC system is checked by a professional and is working properly.
 - Open outdoor air dampers and close recirculation dampers ("economizers"). This will maximize the amount of outdoor air that the HVAC system takes in and minimize the amount of indoor air that is recirculated.
 - If you can use higher-efficiency air filters without reducing airflow or damaging your HVAC system, use air filters rated MERV13 or better.

- Disable "demand-control ventilation controls" so fans keep running even when a room doesn't need to be heated or cooled.
- Keep the HVAC system running even when the building is not being used, if you can. If your HVAC system has a timer, set it to run, at a minimum, from 1-2 hours before the building opens until 2-3 hours after everyone has left the building, including custodial staff.
- Consider using portable air cleaners ("HEPA filters").
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual's space to another's space.

Email Ventilation questions to: dph.doc.ventilation@sfdph.org

Contact Tracing

The San Francisco Department of Public Health, in partnership with community, including gyms and fitness centers, helps identify those who have had close contact with anyone who has COVID-19. People can transmit the virus 48 hours before they develop symptoms. Some people never develop symptoms and can still transmit the virus. **We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease.** We do this whenever there is an outbreak of infectious diseases like measles, tuberculosis, and others to protect the community's health.

Help ensure the health of your Personnel, patrons, and our community. Retain the attendance/schedules of all personnel at your organization for up to three weeks. It is recommended that organizations maintain a list of patrons willing to voluntarily provide their name and contact information for contact tracing purposes. Any lists should be discarded after three weeks. Patrons are not required to provide contact information.

If Personnel or a patron tests positive for COVID-19, the organization must assist the Department of Public Health in identifying other Personnel or patrons who may have been exposed.

Cover your face, test early, and trace! Find out more at <https://covid19.ca.gov/contact-tracing>.

SETTING UP THE SPACE

The Guidance below must be followed for Indoor **AND** Outdoor facilities **except** for when clearly stated. Review the **BCAT** when preparing your space. Refer to this table frequently as it will be updated as we follow the State's [Blueprint for a Safer Economy](#).

Physical Distancing

Physical exertion from exercising can increase exhalation rate and intensity, making physical distancing even more important to lower the risks of transmitting the virus that causes COVID-19.

- 12 feet is the minimum distance required around patrons performing any activity that increases breathing rate or intensity for indoor exercise and at least six feet of distance for outdoor exercise.
- Six feet is the minimum distance that is required between those who are not performing exercise that increases breathing rate or intensity.
- Whenever possible increase the distance.

- The maximum number of people, including Personnel and Patrons, allowed inside the indoor facility at any time is limited to the capacity listed in the **BCAT**, or the number that can maintain at least six feet of physical distance at all times AND 12 feet physical distance around exercising patrons, whichever is less.
- The capacity limit applies to discrete spaces within the facility. For example, a gym's 10% capacity for an entire facility may be 25 people, but 10% capacity for a smaller room or space within the gym may only be two or three people.

Physical Distancing for Outdoor Gyms and Fitness Center

Evaluate the outdoor space to determine the number of people (including patrons and Personnel) who may safely fit in the Outdoor Gym area.

- Patrons must maintain physical distancing of at least six feet from people outside their household at ALL TIMES AND 12 feet around patrons engaged in indoor exercise that increases breathing rate or intensity. Use signage, floor tape and/or directional guidance to help to ensure physical distancing as Personnel and patrons move around the space.
- Use signage and on-going monitoring to ensure that individual rooms and spaces within a facility and the outdoor space do not exceed their capacity.
- Arrange the space and/or develop processes to monitor and maintain required physical distancing at all times. Consider one or more of the methods below:
- Arrange equipment at least six feet apart (for example, for stretching) or 12 feet apart (for example for stationary bike usage) where required by indoor activity.
- Arrange equipment in an "X" pattern to provide greater distancing.
- Block off every other machine or move equipment so that they are farther apart.
- Develop a monitoring plan for which machines are in use at any time to maintain 12 feet of distance where needed for indoor establishments and six feet for outdoor establishments. Implement a reservation or sign up system for individual machines.
- Physical barriers can be helpful to minimize exposure between patrons and Personnel or to segregate exercise areas but should not significantly block overall airflow in the space.

Outdoor Gyms Regulations

Outdoor gyms must address potential hazards and comply with state and local laws, regulations and permitting requirements.

- For more information about setting up your outdoor space please visit San Francisco's Shared Spaces Program at <https://sf.gov/shared-spaces>.
- Outdoor Gyms must be in compliance with the [Cal/OSHA Guide to Electrical Safety](#) and the [Cal/OSHA standards for heat illness prevention](#).
- Patrons may engage in self-directed fitness. For example, patrons may individually use free weights or other fitness equipment. Patron pathways to and from equipment must allow required physical distance be maintained at all times (for example, 12 feet of distance is required for a pathway that passes a cardio machine indoors and six feet for outdoors).

- One-On-One Personal Training is allowed when at least six feet of physical distancing can be maintained, or 12 feet if any indoor activity that increases breathing rate or intensity is performed. View current restrictions in the **BCAT**.
- Patrons are not permitted to engage in activities that require others to be within 6 feet for safety reasons or otherwise, such as spotting while lifting weights.

Activity and Space Considerations

Self-directed fitness

For patrons using self-directed fitness equipment (excluding climbing walls which are subject to separate cleaning requirements, above), disinfectant spray and wipes must be conveniently located and available for patrons to wipe off equipment between usage by patrons (see Sanitizing and Disinfecting section, below). Take steps to ensure that another patron does not begin using self-directed fitness equipment before it has been disinfected. Personnel should monitor compliance with disinfecting self-directed fitness equipment and the availability of disinfecting supplies. Patrons and Personnel should be provided information, by signage or other means, about how to inform the facility's designated COVID-19 monitor of safety concerns in real time.

Climbing Walls

Climbing Walls may be permitted with additional requirements listed below. View current restrictions in the **BCAT**.

- Patrons must wash their hands with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% ethanol or 70% isopropanol before and after each climb (Patrons do not have to wash or disinfect hands when repeating a climb if no one outside of their Household used the same holds or equipment between climbs)
- Climbing walls must be separated by tape or other visual cues so climbers stay in their "lanes" and maintain required six feet of distance
- No shared chalk
- Renting equipment to patrons is allowed. All equipment must be thoroughly cleaned and disinfected between each use with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with the guidelines found in Section 5 of Appendix C-1 of the latest update to the Stay-Safer-At-Home Order ([Health Order C19-07](#)), which may be modified by the Health Officer as new information becomes available
- Encourage climbers to limit their climbing partners to a select few
- Highly recommend belay partners or spotters wear eye protection and encourage facilities to provide and sanitize between use. Small businesses can request free PPE from the City. See this link for more information: <https://oewd.org/free-ppe-available> Sanitize climbing walls as often as feasible.

Group Classes

Group cardio/aerobic fitness classes (such as spinning, kickboxing, etc.) are not permitted at this time. View current restrictions in the **BCAT**. High contact activities that require close contact of less than six feet in distance are not allowed unless otherwise permitted under the Stay-Safer-At-Home Order. This

would include activities such as group sporting events, organized intermural activities, pick-up basketball, handball, or organized races.

Amenities

- Locker rooms, benches, lockers, showers, saunas, steam rooms and other amenities must remain closed at this time. Patrons may access a locker room only to access a restroom. Please refer to the [BCAT](#) for current capacity limitation in indoor gyms. Businesses are encouraged to monitor use of restrooms by either requiring a key to access or stationing a restroom/locker room attendant nearby.
- Childcare spaces, indoor playgrounds, and/or sensory walls/stations/tables. Access to these areas are subject to posted limitations in **BCAT**.
- Closed areas/amenities must be made inaccessible to patrons by locking doors or using tape or other barriers to block off the area. At the entrance to each closed area and on each closed amenity, signage must be posted telling patrons that the area/amenity is off-limits.
- Gyms and fitness studios are encouraged to **set aside spaces or times** for use by **community members** who are **vulnerable** to poor health outcomes from COVID-19.
- Wherever possible, install **touchless**, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups. Display signage reminding Personnel and patrons that the bottle or cups should not touch the water dispenser. If a touchless water dispenser is not feasible, remind workers and patrons to wash their hands or use proper hand sanitizer before and after touching the water release button on drinking fountains.

HEALTH SCREENINGS OF PATRONS

- Facilities must screen all patrons entering the indoor and/or outdoor facility with the questions about COVID-19 symptoms and exposure to COVID-19. Facilities must ask the questions and relay the information found at: <https://www.sfcddcp.org/screeningvisitors>

Facilities **must exclude** those who answer **yes to any of the questions** on the above form.

SANITIZING AND DISINFECTING

Gyms and Fitness Centers must develop a plan and implement sanitation requirements that exceed standard industry requirements. Protocols should include but are not limited to the following:

- All Personnel and patrons must **wash** or **sanitize** their **hands** upon entering the indoor and/or outdoor facility. Patrons must wash or sanitize their hands between before and after use of shared equipment.
- Facilities **must provide** a washing station, hand sanitizer, or sanitizing wipes for patrons and Personnel.
- Require Personnel to **regularly clean** and **disinfect high touch areas** and surfaces, such as **doorknobs, handles, rails, light switches, restrooms, sinks, toilets, benches, front desk areas, keyboards, computers, phones, fitness machines, gear, accessories, sanitation stations**, and other equipment throughout the day following CDC guidelines found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

- Require **patrons** to **disinfect** any **fitness machine**, accessories, or other **equipment** before and after each use. Post signage to remind patrons of this requirement (climbing walls exempted). Make disinfectant spray and wipes available for patrons at convenient locations. Ensure that lined, non-touch trash receptacles are available.
- If a patron is unable to wipe/disinfect equipment after exercise, provide “**Ready to Clean**” tags for members to place on equipment after use to alert Personnel that the equipment must be sanitized before the next patron may use the equipment.
- Take steps to ensure that another patron does not begin using self-directed fitness equipment before it has been disinfected. **Personnel** should **monitor** compliance with disinfecting self-directed fitness equipment and the availability of disinfecting supplies. Patrons and Personnel should be provided information, by signage or other means, about how to inform the facility’s designated COVID-19 monitor of safety concerns in real time.
- Disinfecting products must be approved for use against COVID-19. An approved list can be found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

FREQUENTLY ASKED QUESTIONS

What if someone at my Gym or Fitness Center tests positive for COVID-19?

People may be able to transmit the virus 48 hours before they develop symptoms of COVID-19. Some people never develop symptoms and can still transmit the virus. See SFDPH guidance on [What to do if Someone at the Workplace Has COVID-19](#) which can be found at: www.sfdcp.org/covid19-positive-workplace.

Some of our patrons use gloves for weightlifting and other exercise activities. Are they allowed?

Patrons may wear their gloves while working out but should be reminded about disinfecting and hand washing. Gloves do not replace disinfecting, hand washing or other sanitizing protocols.

What about towels?

Encourage guests to bring their own towels. If your establishment decides to provide towel service, used towels will need to be stored in a lidded container. Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely. Towels, whether provided by the establishment or brought by the guests, do not replace the requirement to disinfect fitness machines, accessories, or other equipment used by the patrons.

Should we encourage the use of face shields?

Highly recommended for belay partners and spotters using climbing walls. There is currently no recommendation that the general public wear eye protection for most day to day activities. However, your eyes can theoretically be a route of infection for COVID-19. A face shield or goggles (but not regular glasses) could provide protection against these types of exposures. Therefore, individuals, particularly those at high risk of exposure or serious disease from COVID, may decide to wear eye protection in addition to face covering as an extra layer of protection against acquiring COVID-19 infection.

RESOURCES

Stay informed. Information is changing rapidly. Useful resources can be found at:

- San Francisco Department of Public Health (SFPDH)
<https://www.sfgdcp.org/covid19>
- Printable resources from SF.GOV for businesses, Including signage
<https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- California Blueprint for a Safer Economy issued by the State of California
<https://covid19.ca.gov/safer-economy/#reopening-data>
- California Department of Public Health (CDPH) Industry Guidance for Fitness Facilities
<https://files.covid19.ca.gov/pdf/guidance-fitness.pdf>
- Centers for Disease Control and Prevention (CDC)
List of Guidance documents (searchable)
<https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html>
Using Gyms, Fitness Centers, or Studios
<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/personal-social-activities.html#gyms>

Health Officer Directive No. 2020-31c (Exhibit B) Health and Safety Plan (issued 3/2/21)

Each Indoor Gym or Fitness Center 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.)

- Prepared and posted onsite and online the Social Distancing Protocol (see Appendix A of the Shelter in Place Health Order, posted at www.sfdph.org/healthorders)
- Designated a COVID-19 staff liaison to be the single on duty point of contact at each site for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH. More than one staff member may be designated to cover various shifts or blocks of time.

Name(s): _____

- Trained staff on health and safety practices that must be followed.
- Personnel screened prior to entering the facility every day. See <https://www.sfdph.org/dph/alerts/files/C19-07-Personnel-Screening-Attachment-A-1.pdf>.
- Completed any required adjustments and plans (including layout of the business, posted signage, and developing compliance monitoring plans) to ensure proper physical distancing and maintenance of 10% capacity limits. Please note **six feet** is the **minimum distance** that is required **between everyone** in the facility, and **12 feet** is required around anyone performing activities that increase breathing rate or intensity.
- Completed any necessary adjustments to the business to clarify unpermitted spaces and activities, including (1) posting all signage required by the Stay-Safer-At-Home Order and Health Officer Directive 2020-31c including signage regarding which ventilation system the Indoor Gym is using and (2) removing, taping off, or blocking unpermitted spaces. See Guidance for Indoor Gyms and Fitness Centers available at www.sfcddcp.org/businesses for a list of unpermitted spaces and activities and required signage.
- Review <https://www.sfcddcp.org/COVID-ventilation> and implement all appropriate ventilation best practices in the facility.
- Plumbing is functioning and, if the facility was dormant, then the pipes are flushed.
- Require patrons to wear a Face Covering at all times except when hydrating with normal breathing intensity. Personnel are required to wear Face Coverings according to the [Face Covering Health Order No. C19-12d](#).
- Trained Personnel in the requirements of the Health Officer Directive 2020-31c and attached DPH guidance and this Health and Safety Plan (HSP), including their obligation to monitor patron compliance with Face Covering requirements.

Health Officer Directive No. 2020-31c (Exhibit B) Health and Safety Plan (issued 3/2/21)

Each Indoor Gym or Fitness Center must complete, post onsite, and follow this Health and Safety Plan.

- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol. Ensure that all Patrons complete COVID-19 screening before entering the gym or fitness center space. Anyone who answers “yes” to a screening question must be prevented from entry. See <https://www.sfdph.org/dph/alerts/files/C19-07-Non-Personnel-Screening-Attachment-A-2.pdf>.
- Provide hand washing stations or hand sanitizer at convenient locations throughout the gym or fitness center space.
- Implement all sanitization requirements as described in the Guidance for Indoor Gyms and Fitness Centers available at www.sfdph.org/directives, including requirement that patrons clean equipment before and after use.
- Personnel and patrons have access to cleaning supplies so that they can clean surfaces as required.
- High touch surfaces in common areas are cleaned and disinfected routinely throughout the day.

Additional Measures:



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-32c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR INDOOR MUSEUMS, ZOOS, AND AQUARIUMS**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that indoor museums, zoos, and aquariums, 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. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



City and County of San Francisco

Department of Public Health Health Officer Directive

Health Officer Directive No. 2020-32c

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

1. This Directive applies to all owners, operators, managers, and supervisors of any museum, zoo, or aquarium that opens indoor galleries, exhibits, other indoor space (“Indoor Museum”).
2. Before it opens any indoor space to the public, or allows Personnel onsite, each Indoor Museum must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”) that covers each issue identified in Section 17(b) of Appendix C-1 of the Stay-Safer-At-Home Order. The Health and Safety Plan must conform to the requirements posted by the Department of Public Health (“DPH”) in the Indoor Museum Plan template, located at <https://www.sfdph.org/dph/alerts/covid-guidance/Museums-Zoos-Aquariums-HSP.pdf>.
3. Each Indoor Museum must (a) submit the Health and Safety Plan to DPH at healthplan@sfcityattty.org, (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, (c) make the plan available to the public on its website on a permanent URL (the URL must be included when the plan is submitted to DPH), and (d) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Indoor Museum must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.
4. Attached as Exhibit A to this Directive is a list of best practices that apply to Indoor Museums (the “Best Practices”). Each Indoor Museum must comply with all of the relevant requirements listed in the Best Practices.
5. If an aspect, service, or operation of an Indoor Museum is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Indoor Museum must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.
6. Each Indoor Museum subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Indoor Museum 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 Indoor Museum, any such Indoor Museum 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 an Indoor Museum: employees; contractors and sub-contractors (such as those who sell goods or perform services



Health Officer Directive No. 2020-32c

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 Indoor Museum. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.

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 Indoor Museum must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.
9. Implementation of this Directive augments—but does not limit—the obligations of each Indoor Museum 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 Indoor Museum 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.
10. This Directive does not supersede or otherwise modify the requirements for Outdoor Museums, which are governed by Section (b)(1) of Appendix C-1 of the Stay-Safer-At-Home Order.
11. This Directive does not apply to indoor retail art galleries, which may operate pursuant to the In-Store Retail Directive, Health Officer Directive 2020-17, as that directive may be amended from time to time. The In-Store Retail Directive is available at <https://www.sfdph.org/dph/alerts/files/Directive-2020-17-Instore-Retail.pdf>.

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

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-32c (issued 3/2/2021)

Best Practices for Indoor Museums

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07t (the “Social Distancing Protocol”), each Indoor Museum that operates in San Francisco must comply with each requirement for Indoor Museums listed in Directive 2020-32c, each requirement included in these Best Practices, and prepare a Health and Safety Plan substantially in the format of the Indoor Museum Plan template, available online at <https://www.sfdph.org/dph/alerts/covid-guidance/Museums-Zoos-Aquariums-HSP.pdf>.

1. Section 1 – General Requirements for all Indoor Museums:

- 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.** Require patrons and Personnel to wear Face Coverings as provided in Health Officer Order No. C19-12d issued on December 22, 2020, and any future amendment to that order (the “Face Covering Order”). Add signage to elevators and on all floors reminding individuals to wear Face Coverings. Health Officer orders are available online at www.sfdph.org/healthorders. The City also 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 these resources are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 1.3.** Provide hand sanitizer (using touchless dispensers when possible) at key entrances and contact areas such as driveways, reception areas, lobbies, elevator and escalator landings, and stairway entrances.
- 1.4.** In addition to making hand sanitizer available to patrons throughout the Indoor Museum (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.** Regularly disinfect all high-touch areas and surfaces (such as lobbies, ticket counters, help counters, doorknobs, handles, rails, light switches, sanitizing stations, restrooms, sinks, toilets, benches, 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.
- 1.6.** If necessary, modify operating hours to ensure time for regular and thorough sanitization.
- 1.7.** Indoor Museums must limit the number of people, excluding 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. This requirement includes limiting the number of people, excluding 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.



Exhibit A to Health Officer Directive No. 2020-32c (issued 3/2/2021)

- 1.8.** Indoor Museums must advise all patrons to maintain at least six feet of physical distance from people outside of their Household at all times.
- 1.9.** Group reservations or group visits with members of different Households are not allowed.
- 1.10.** Indoor Museums must include notices on their websites and posted signage at each entrance reminding patrons to remain home if they: (1) have been diagnosed with COVID-19 or had a positive test for COVID-19, (2) are experiencing any of the symptoms of COVID-19, or (3) had a close contact with someone who is COVID-19 positive in the last 14 days. Additional information on COVID-19 symptoms, and what constitutes a close contact is available at <https://www.sfcdep.org/communicable-disease/diseases-a-z/covid19whatsnew/>.
- 1.11.** 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. Sample signage is available at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- 1.12.** Due to the increased risk of transmission presented by prolonged exposure to other households while in enclosed spaces, Indoor Museums must provide signage advising patrons of this risk, and have procedures (e.g. signage or prompts by Personnel) to circulate through the facility and not gather or linger in one area.
- 1.13.** Close the following areas: common area gathering places such as meeting rooms and lounge areas; auditoriums; guided tours, events, classes, and other gatherings; and coat/personal property check services.
- 1.14.** Although cash payments must be permitted, touchless payment by patrons should be encouraged. Where social distancing of at least six feet is not possible at ticketing booths or other points of contact, Indoor Museums must use an impermeable barrier between Personnel and patrons.
- 1.15.** Public and employee restrooms must be cleaned frequently, and external doors and windows should be left open whenever possible to increase ventilation.
- 1.16.** Indoor Museums must close water fountains. But bottle filling stations may remain open subject to frequent cleaning and disinfection.
- 1.17.** Event rentals must remain closed until further notice.
- 1.18.** Interactive exhibits that cannot be modified to remove touching (e.g. sensory tables) must be closed, with the exception of passive interactive exhibits that have a touchable element for foreign language presentation, or accessibility purposes such as initiating audio/video are permitted. Indoor Museums should frequently clean all touchable areas that are part of the with passive interactive exhibits for foreign language presentation and accessibility purposes.
- 1.19.** Rental equipment, such as strollers and audio self-tour equipment may be used, as long as the Indoor Museum cleans and disinfects the equipment consistent with the CDC guidelines between each use.
- 1.20.** If all or part of an Indoor Museum 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



Exhibit A to Health Officer Directive No. 2020-32c (issued 3/2/2021)

provides guidance for flushing and preparing water systems at <https://sfwater.org/index.aspx?page=1327>.

- 1.21.** All Indoor Museums must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH's guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>.
- 1.22.** Indoor Museums must post signage informing employees how to report COVID-19 health order violations.
- 1.23.** Make stairways accessible to Personnel and patrons, where feasible. Encourage patrons and Personnel who are physically able to use the stairs.
- 1.24.** Add signage to stairways and escalators reminding patrons 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;
- 1.25.** Limit capacity in elevators to the lesser of: (1) four people (if not from the same household), or (2) the number of people who can fit in the elevator while maintaining at least six feet of distance from each other.
- 1.26.** Each Indoor Museum must designate a Worksite Safety Monitor. Indoor Museums must require Personnel screening for 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.
- 1.27.** Personnel must be trained for use of Personal Protective Equipment ("PPE"). Specifically, the establishment must:
 - 1.27.1.** Perform Hazard Assessment to Safety to determine the necessary PPE and safety supplies required for Personnel.
 - 1.27.2.** Supply PPE to employees based on department needs, job responsibilities, and the level of risk to exposure.
 - 1.27.3.** Provide training to Personnel on the use of PPE. In most circumstances, glove wearing is not recommended by OSHA and the CDC.
- 1.28.** All Personnel who can work remotely must continue to do so. Only Personnel who cannot work remotely, and who must be onsite to facilitate allowed operations, may work onsite. In office space where such Personnel are working, the establishment must comply with all relevant provisions of Section 1 of the Appendix A to Health Officer Directive No. 2020-18 regarding office facilities, including any amendments to that directive.
- 1.29.** Indoor Museums must follow all applicable directives (e.g. Dining Establishments, In-Store Retail, and Offices), and prepare applicable Health and Safety Plans required by those directives. The full list of Health Officer directives is available at www.sfdph.org/directives.



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-35b

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR INDOOR MOVIE THEATERS**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that indoor movie theaters, 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. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on Wednesday, March 3, 2021 and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, children, their families, and the community.



Health Officer Directive No. 2020-35b

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

- 1. This Directive applies to all owners, operators and managers of indoor movie theaters operating under subsection 21 of Appendix C-1 of the Stay-Safer-At-Home Order (“Indoor Movie Theaters”).**
- 2. Attached as Exhibit A to this Directive is guidance from the Department of Public Health for Indoor Movie Theaters (“Guidance”). All Indoor Movie Theaters must comply with all applicable requirements listed in the Guidance.**
- 3. Each Indoor Movie Theater must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Each Indoor Movie Theater must (a) make the Health and Safety Plan available upon request to all Personnel working on site and to the patrons, customers or members it serves, (b) provide a summary of the plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the plan online and at the entrance to any other physical location that the Indoor Movie Theater operates within the City. Also, each Indoor Movie Theater must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive or the Stay-Safer-At-Home Order upon demand.**
- 5. Each Indoor Movie Theater subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Indoor Movie Theater’s Personnel. If any Indoor Movie Theater is unable to provide these required items to Personnel or otherwise fails to comply with required Guidance, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant operation, any such Indoor Movie Theater is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**
- 6. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with the Indoor Movie Theater 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.**
- 7. This Directive may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. All Indoor Movie Theaters 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. 2020-35b

- 8. Implementation of this Directive augments—but does not limit—the obligations of each Indoor Movie Theater under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. Each Indoor Movie Theater must follow this industry-specific guidance and update all guidance or other requirements as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive**

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

A handwritten signature in black ink, appearing to read "Susan Philip".

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

Date: March 2, 2021



Interim Guidance: Indoor Movie Theaters

March 2, 2021

ALERT: Remain Cautious

In alignment with the State's recommendations, San Francisco is reopening at the State's Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there **remains a risk that people who you come into contact with may have COVID-19**. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that **some of these variants are more likely to cause serious illness and death in unvaccinated people**. The opening of sectors does not necessarily signify that these activities are "safe."

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don't live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don't live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

AUDIENCE: Operators, Personnel, and patrons of Indoor Movie Theaters.

NOTICE: The following guidance was developed by the San Francisco Department of Public Health for use by Indoor Movie Theater operators and their Personnel and will be posted at <http://www.sfc-dph.org/businesses>. Guidance in this document **may be revised** due to changes in the **COVID-19 risk level tier** for San Francisco as assigned by the **California Department of Public Health**. Please see the associated changes in the **Business Capacities and Activities Table (BCAT)** at the top of this document: any changes made on the Table override the conflicting information in this document.

Initially capitalized terms are defined in Health Officer Directive 2020-35 posted at <http://www.sfdph.org/directives> and Health Officer Orders C19-07j (the Stay-Safer-At-Home Order) and C19-12c (the Face Covering Order) posted at <https://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp> as they may be amended or updated.

BACKGROUND: Indoor Movie Theaters are allowed to open indoors on a limited basis and with modified operations. Refer to the **Business Capacities and Activities Table or BCAT** for the current restrictions and modifications for Indoor Movie Theaters. Indoor Movie Theaters are required to adhere to these guidelines and must monitor Health Officer Orders and Directives for updates, changes, or amendments.

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KEY POINTS

How Does COVID-19 Spread?

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

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

particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

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

COVID-19 Prevention

- [Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.
- [Avoid Close Contact](#). To the greatest extent, maintain at least 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 Face Covering in public settings and when around people who don't live in your Household.
- Routinely [clean and disinfect](#) frequently touched surfaces.
- [Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and **get tested**.

Flu Vaccines

Flu vaccines are critical in the fight against COVID-19 by (1) keeping Personnel 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 we know about the COVID-19 Vaccine?

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC, and California's own Scientific Safety Review Workgroup have reviewed data from clinical trials to ensure the safety and effectiveness of COVID-19 vaccines. **We strongly encourage all persons to get vaccinated.** The first vaccines approved in the US are about 95% effective in preventing sickness from COVID-19, however we do not know how well they prevent infections that do not cause symptoms. This means that we do not know how common it is for a person who got the vaccine to carry the virus and transmit to others, including [those who have increased risk for severe illness or death](#). Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wear a mask that covers your mouth and nose when outside your home, avoid get-togethers/gatherings, avoid being indoors with people you don't live with, stay at least 6 feet away from others, and wash your hands after touching shared objects or after touching your face. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

If you have received the COVID-19 vaccine, please read more about whether you need to quarantine at: www.sfcddcp.org/quarantineaftervaccination

CA Notify – another way for us to stop the spread

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

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location, or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

The Role of Ventilation

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

- removing air containing droplets and particles from the room
- diluting the concentration of droplets and particles by adding fresh, uncontaminated air,
- filtering room air, removing droplets and particles from the air
- For more information and additional resources, please see the following: San Francisco Department of Public Health (SFPDH): <https://www.sfdcp.org/COVID-ventilation> or email dph.doc.ventilation@sfdph.org

Make Necessary Ventilation Improvements, If Feasible, Including:

- Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
 - Do not prop or wedge open fire doors. Continue to follow fire and building safety requirements.
 - If open windows pose a risk of falls for children, use window locks to keep windows from opening more than 4 inches, or other safety devices to prevent falls.
- If your program has an HVAC system (sometimes called mechanical ventilation, forced air, or central air), follow the recommendations in [SFPDH Ventilation Guidance](#). Prioritize maximizing the intake of outdoor air and minimizing recirculated air during the COVID-19 pandemic. Recommendations include:
 - Make sure the HVAC system is checked by a professional and is working properly.
 - Open outdoor air dampers and close recirculation dampers (“economizers”). This will maximize the amount of outdoor air that the HVAC system takes in and minimize the amount of indoor air that is recirculated.
 - If you can use higher-efficiency air filters without reducing airflow or damaging your HVAC system, use air filters rated MERV13 or better.
 - Disable “demand-control ventilation controls” so fans keep running even when a room doesn’t need to be heated or cooled.
 - Keep the HVAC system running even when the building is not being used, if you can. If your HVAC system has a timer, set it to run, at a minimum, from 1-2 hours before the building opens until 2-3 hours after everyone has left the building, including custodial staff.
 - Consider using portable air cleaners (“HEPA filters”).

- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual's space to another's space.

For more information and additional resources, please see the following: San Francisco Department of Public Health (SFDPH): <https://www.sfdcp.org/COVID-ventilation> or email at dph.doc.ventilation@sfdph.org.

PLANNING

- Fill out the Health and Safety Plan (see Exhibit B, below) outlining what the facility will do to implement the requirements in this guidance and any relevant Health Officer Directives or Orders. Share this plan with Personnel, patrons, and other members of the facility.
- Create a plan to manage patron movement throughout the facility to facilitate patron screening and ensure compliance with physical distancing requirements at all times.
- Post the Health and Safety Plan online and in a highly visible on-site location for Personnel and patrons.
- Prepare and post the Social Distancing Protocol (see Appendix A of the Stay-Safer-At-Home Order, posted at <http://www.sfdph.org/healthorders>).
- All places of business including Indoor Movie Theaters must be prepared to assist public health authorities in potential contact tracing efforts. Retain the schedules of all Personnel at the Indoor Movie Theater. Consider retaining the credit card information of your patrons for contact tracing purposes. Any lists maintained for contact tracing purposes should be discarded after three weeks. If Personnel or patrons test positive for COVID-19, the place of business must assist the Department of Public Health to identify other Participants who may have been exposed to help prevent further spread of COVID-19.

MANDATORY SIGNAGE REQUIREMENTS

Effective November 17, 2020, all businesses operating indoors **must**:

- Review** the San Francisco Department of Public Health (SFDPH) Ventilation Guidance at <https://www.sfdcp.org/COVID-ventilation> and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.
- Post signage** at public entrances and break rooms indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above



Doors and Windows required to be kept closed for fire/life safety purposes are exempt. For example, **fire doors must remain closed**. Make sure open windows **do not create falling hazards** especially for children.

- **Conspicuously post stand-alone signage at the primary public entrances** to the facility 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. This information should also be posted on the Indoor Movie Theater's website and ticket reservation webpages.
- Display a set of clearly visible rules for patrons and Personnel at the entrance that are to be a condition of entry. The rules must include instructions to wear facial coverings, wash hands or use hand sanitizer, maintain at least 6 feet of distance, avoid unnecessary touching of surfaces, guidance for entering and exiting the theater, the prohibition of eating and drinking, etc. Whenever possible, these rules must also be available online and visible on ticketing websites.

Conspicuously post signage to remind patrons 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.

- Include similar information in announcements, both audio and visual, for the preview reel providing COVID-19 safety guidance for theater patrons.
- Post signage in break rooms or other Personnel common areas informing Personnel they can confidentially report violations of health orders by calling 3-1-1.

- The City has created an [online Outreach Toolkit for Corona Virus \(COVID-19\)](https://sf.gov/outreach-toolkit-coronavirus-covid-19) that includes printable resources including many of the signs required in this document. These include signage about proper hygiene, social distancing, Face Coverings, health screening, the risks of indoor transmission, testing and getting vaccinated for the flu. <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

SETTING UP THE SPACE

- Ticket lines and ticket vending machines must be configured to ensure that physical distancing of at least 6 feet is maintained at all times. Consider moving ticket machines or using tape, stickers, signage, or barriers to ensure physical distancing requirements are met as patrons and Personnel move about the facility.
- Prepare to minimize contact between patrons and Personnel. Use prepaid ticketing or contactless payment systems wherever possible. Use a glass or plexiglass window to separate Personnel from patrons at the ticket window. Plexiglass or other barriers are not substitutes for 6 feet of distancing and any Personnel working behind Plexiglass must maintain a minimum physical distance of 6 feet from others.
- Make hand sanitizer available in high-traffic locations like entrances, exits and near elevators and restrooms. Touch-free hand sanitizer dispensers should be installed where possible.
- Prepare to manage the flow of patrons into the theater to facilitate health screening and monitor capacity levels, Face Covering compliance, and proper physical distancing. Establish pathways using tape, signs, or physical barriers to encourage physical distancing and one-way foot traffic, especially in narrow aisles and hallways. Use visual clues such as signs or floor markings at locations where lines will form, like the restrooms and the theater entrances.
- Utilize alternate exits when possible to keep patrons from needing to return to the lobby.
- Close all common areas where people may gather and that are not necessary for access to the theater. Remove or block off furniture or attractions in lobbies, lounges, entertainment spaces, or arcades that are not going to be used at this time. Refer to BCAT.
- Remove, empty, or block off all food and beverage vending machines including water fountains. If the Indoor Movie Theater has a separate restaurant or bar space, it may not be operated at this time. Refer to BCAT.
- In bathrooms, maximize ventilation and minimize crowding and touching of common surfaces by, for example, keeping doors propped open, closing every other sink, stall, urinal, and posting signage establishing a maximum capacity for bathrooms with clearly marked and distanced queueing areas.
- Takes steps to prevent gathering in enclosed spaces, such as hallways and stairwells.
- Block off alternate rows of seating within the theater in accordance with the theater's reservation plan and physical distancing requirements.
- Use of Personnel break rooms should be limited. Reconfigure these spaces to encourage social distancing. As Face Coverings cannot be worn during eating/drinking, limit the number of

Personnel in a breakroom at any one time to ensure distancing can be maintained. Clean countertops and tables between uses.

- Modify or restrict the use or restrict the number of workstations and worker seating areas so that individuals are at least 6 feet apart in all directions (e.g. side-to-side and when facing one another) and are not sharing workstations without cleaning and disinfection between use. When distancing is not feasible between workstations, provide and require the use of Face Coverings or physical barriers like plastic shielding walls in areas where they would not affect air flow.
- Check for pest infestation or harborage, and make sure all pest control measures are functioning.
- If your business was 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>

MANAGING RISK DURING THEATER GATHERINGS

- Show only films or recorded or live performances on a screen. No live, in-person performances open to the public are allowed at this time.
- Tickets sales must be available for purchase online or via phone whenever possible to reduce the need to stand in line for tickets.
- Paper tickets should be avoided. If paper tickets are used, the staff person collecting them should wear appropriate personal protective equipment (Face Covering) and disposable gloves. Hand hygiene should be performed after doffing gloves.
- All patrons must have their seats assigned before entering the theater auditorium. The seats in every theater auditorium should be numbered. Theater Personnel must use a reservation or seating chart (electronic or paper) to assign seating. Seating must be arranged to assure patrons maintain at least 6 feet of distance in all directions from patrons who are not part of their Household. This spacing may require separating each person or Household in a theater by multiple empty seats on both sides and empty seats in front and behind. Personnel should assist patrons finding their seats and help them maintain social distancing when entering and exiting the theater.
- Instruct patrons to remain in their assigned seats for the duration of the movie except to use the restroom. Ensure that patrons do not use seats other than those assigned to them.
- The number of people allowed inside a theater is limited to the capacity listed in the Business Capacities and Activities Table (**BCAT**). For example, while in the Red Tier, theaters are limited to 25% of its capacity up to a maximum of 100 patrons. If multiple theaters within one complex are used, the 25% capacity limit applies both to the entire complex and to each theater, and the 100 patron maximum applies to each individual theater. The 100-person cap applies to patrons of the theater and is exclusive of Personnel. The number of Personnel present in a theater auditorium must be kept to the minimum number required to carry out the Indoor Movie Theater's responsibilities under this guidance or for safety purposes.
- Limit Household group sizes to no more than 10 people.

- Limit the duration of showings whenever reasonable. Do not show double features at this time. Prohibit patrons from purchasing tickets for multiple shows on the same day.
- To minimize the time spent inside and avoid unnecessary queuing, require patrons to arrive no more than 30 minutes before show times and make provisions for individuals with mobility issues.
- Designate Personnel to oversee the physical distancing and line-up of patrons prior to entering the theatre, inside the lobbies and by washrooms. If patrons must exit through the lobby, minimize the number of people in the lobby by staggering start times, and direct them away from patrons arriving for other screenings.
- Avoid overcrowding and mixing of patrons in lobbies, hallways, common areas and restrooms. Unless required for queuing before a movie, prohibit patrons from gathering before and after show times. If multiple theaters within one complex are used, screening times must be staggered or limited so that no two groups of patrons will be using common areas to enter or exit the theater at the same time. Indoor Movie Theaters must develop a plan for staggering show times and controlling patron paths of travel to eliminate crowding in common areas.
- Designate Personnel to monitor theater auditoriums to make sure that theater patrons are maintaining physical distancing from others, not eating, or drinking and that they are wearing facial coverings and are remaining in their assigned seats throughout the screening. Remind patrons to minimize talking in the theater and not talk loudly.
- Limit the number of patrons using the elevator to four, or if feasible, to only members of the same Household.
- Remind patrons to exit the theater auditorium one row at a time and maintain physical distancing on the way out. Wherever possible, direct patrons to leave via alternate exits after their show or avoid going back into the lobby altogether.
- Consider designating specific show times for vulnerable populations (those over 50 years or age or with chronic health conditions).

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. When the designated Site Safety Monitor is not on duty (off work, sick or on vacations), assign another staff member to ensure compliance. The liaison should train staff to advise patrons, if necessary, that the Indoor Movie Theater 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 facility. Screening instructions for Personnel are found at www.sfcdcp.org/screening-handout. **Establishments must exclude from entering the facility those who answer yes** to any of the questions on the above form.

- Encourage COVID-19 testing. Many people with COVID-19 do not know they are sick because they have no symptoms, yet they can still infect others. Testing for COVID-19 is available in San Francisco. Healthcare providers in San Francisco are REQUIRED to test anyone with COVID-19 symptoms (see sfcdcp.org/covid19symptoms). If you want to get tested when you have no symptoms, health insurers in California are REQUIRED to pay for testing for essential Personnel including Indoor Movie Theater Personnel. If you choose to get tested when you have no symptoms, do not get tested more frequently than once every two weeks. If you are uninsured, you can get tested at CityTestSF (<https://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 <https://sfcdcp.org/screen> and <https://sfcdcp.org/rtw>). If you are feeling ill, get tested and DO NOT enter a business or organization unless it is for core essential needs (such as food, housing, health care, etc.) that you cannot obtain by any other means.
- Take all possible steps to prevent getting sick. Wear a Face Covering, practice good hand hygiene, stay physically distant from others (at least 6 feet).

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. Guests should maintain a minimum distance of 6 feet if they are not in the same Household while waiting in line, waiting to be seated, or waiting in line for the restrooms.
- 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. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
- 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.

Health Screenings of Patrons

- Indoor Movie Theaters must verbally screen all patrons upon entry with the questions about COVID-19 symptoms and exposure to COVID-19. Theaters must ask the questions and relay the information found at: <https://www.sfcdcp.org/screeningvisitors>. Indoor Movie Theaters must exclude from entering the facility those who answer yes to any of the questions on the above form.
- A copy of the applicable Screening Handout must be provided to anyone on request. Indoor Movie Theaters may use a poster or other large-format version of the Screening Handouts may be used to review the questions with people verbally.

DISINFECTION

- Auditoriums and each previously occupied seat must be disinfected between movie screenings and before the next group of patrons are permitted to enter an auditorium. Seat maps of patrons can be used after a screening to help target this activity. This enhanced cleaning will necessitate increased intervals between screenings. Consider using disposable or washable seat covers between each user, particularly on porous surfaces (for example, fabric cover cushioned chairs) that are difficult to properly clean.
- Perform thorough cleaning in high traffic areas such as waiting areas and lobbies, Personnel break rooms, etc., and areas of ingress and egress, including stairways and elevator banks. Frequently disinfect highly touched surfaces, including counters, credit card machines, touchscreens, buttons, doorknobs, armrests, toilets, hand washing facilities, etc.
- Highly touched areas (including high touch surfaces in bathrooms) should be disinfected approximately once per hour on a predetermined schedule and monitored by management to ensure compliance. Frequently disinfect bathrooms, at least every four hours (this is in addition to cleaning high-touch surfaces in bathrooms every hour). Conspicuously post a checklist inside each bathroom clearly detailing the dates and times the room was last cleaned, disinfected, or restocked.
 - How to properly disinfect surfaces:
 - **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.
 - **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 (Five Tablespoons per gallon of water or four 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.
- Manufacturer's instructions for cleaning should be followed for sensitive electronic equipment (e.g. ticket machines, projectors).

- If Personnel are required to wear equipment such as radios, headsets, or earpieces, these must be designated for a specific individual and not shared. If sharing this equipment is unavoidable, protocols must be developed by the theater operator to ensure they are cleaned between each use according to manufacturer's suggested cleaning instructions.
- If items are handed out to patrons, such as 3D glasses, these should either be single use or protocols established to ensure disinfection between uses.
- Assisted audio devices should be thoroughly disinfected between uses according to manufacturer's suggested cleaning instructions.

Frequently Asked Questions

Q. Can Personnel eat or drink in the theater during their breaks?

A. Personnel should take their snack or meal breaks outside if they can do so safely but may not take breaks in common areas of the theater or other workspaces such as a projection room. Personnel can eat and drink in a break room if safe physical distancing can be maintained but are strongly encouraged to avoid gathering in break rooms even if distancing can be maintained. Personnel should clean and disinfect the area where they have taken their break.

Q. Can patrons enter the theater after the feature film has started?

A. Yes, patrons can enter the theater late, but only if theater's Personnel ensure the latecomers sit in their assigned seats and remain physically distant from other patrons in the theater.

Q. If there are many empty seats in the theater, can a patron switch to a different seat that is physically distant from others?

A. No, patrons cannot sit in any seat other than the one they were assigned. Since seating charts should be used when cleaning and disinfecting the theater it is important for the operator to have a record of where everyone was seated. Additionally, should it become necessary to do case investigation if there is a known case of a COVID-positive patron in your Indoor Movie Theater, the Department of Public Health may need to consult an accurate seating chart.

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. In addition to cleaning high touch surfaces in bathrooms every hour, clean and disinfect bathrooms frequently, and at least every four hours. Post a cleaning log conspicuously in each bathroom.

Q. What is an example of how the capacity limits work?

A. If your Indoor Movie Theater complex has a total capacity of 2,400 people and includes 6 individual theaters, two with a capacity to seat 100 people each, two with a capacity to seat 400 people each, and two with a capacity to seat 600 people each, then, assuming at least 6-foot physical distancing requirements are met at all times between patrons from different households and Personnel, you may have at any time (1) no more than 600 patrons in your entire facility (25% of 2,400), (2) no more than 25 patrons seated in each of the 100-person theaters (25% of 100), (3) no more than 100 patrons seated in each of the 400-person theaters (25% of 400), and (4) and no more than 100 patrons seated in each of

the 600-person theaters (because 25% of 600 is 150 and exceeds the 100 patron cap, only 100 patrons may be seated in those theaters).

Q. Is it really riskier to be indoors?

A. Generally, yes. The same activity is usually much riskier indoors than outdoors because of the risk of aerosol transmission indoors.

Q. How much riskier?

A. Precise numbers are difficult to calculate but the science is clear: the COVID-19 virus can build up indoors and many individuals can get sick indoors even if they were more than 6 feet away from the infected person.

Each of these factors adds to your risk: participating in multiple indoor activities, being indoors with many other people from other households, taking your face covering off for any amount of time, being closer than 6 feet to other people, being around others who are singing or shouting. Activities that combine these risk factors multiply your risk even more.

Q. How can we reduce risk at indoor activities?

- Consider potential outdoor and in-home alternatives
- Find options for outdoors, curbside, delivery or take out
- Decide not to socialize indoors
- Plan and consider safety precautions for indoor activities well in advance
- Limit your group to members of your own household
- Limit the time spent indoors. Minimize time in places where masks are not worn consistently
- Find times when the location will not be busy or crowded
- Choose locations which have larger interior spaces and high ceilings
- Look for good ventilation, including good air flow due to open doors or open windows
- Do not enter if there are people not wearing masks and maintaining at least 6 feet social distance
- Singing, shouting, sneezing, or coughing carries much higher risk: go back outdoors if you see or hear these activities indoors
- Guard your minimum 6 feet of social distance
- Keep your mask on at all times.

Resources

Stay informed. Information is changing rapidly. Useful resources can be found at:

- San Francisco Department of Public Health (SFPDH)
 - <https://www.sfpdcp.org/covid19>
- Printable resources such as signage:
 - <https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- California Blueprint for a Safer Economy issued by the State of California
 - <https://covid19.ca.gov/safer-economy/#reopening-data>
- California Department of Public Health (CDPH) Covid-19 Industry Guidance: Family Entertainment Centers
 - <https://files.covid19.ca.gov/pdf/guidance-family-entertainment--en.pdf>
- National Association of Theater Owners: Cinema Safe Voluntary Health & Safety Guidelines for United States Movie Theater Owners
 - <https://www.cinemasafe.org/#guidelines>
- 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>
- After testing
 - [Informational Booklet: After your COVID-19 test: What to do while you wait for your test results to prevent the spread of COVID-19 and save lives](#)



Health Officer Directive No. 2020-35b (Exhibit B)
Health and Safety Plan (issued 3/2/21)

Each Indoor Movie Theater 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.)

Planning and Preparation for Opening Indoor Movie Theaters

- Familiarize with and complete all requirements set forth in Health Officer Directive 2020-35b and attached guidance for Indoor Movie Theaters, available at <http://www.sfdph.org/directives>.
- Create and implement a plan to manage the flow of patrons into and throughout the theater to facilitate health screening and monitor capacity levels, face covering compliance, and proper physical distancing. Include plan to stagger or space movie start times to avoid multiple groups of people entering or leaving at the same time.
- Create a reservation system to assign seats to patrons in way that separates each household by at least 6 feet in all directions.
- Prepare and post onsite and online the Social Distancing Protocol (see Appendix A of the Shelter in Place Health Order, posted at www.sfdph.org/healthorders)
- Designate a COVID-19 staff liaison (Worksite Safety Monitor) to be the single on duty point of contact at each site for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFPD. More than one staff member may be designated to cover various shifts or blocks of time.
- Train staff on health and safety practices that must be followed including all requirements of Health Officer Directive 2020-35b and the attached Interim Guidance for Indoor Movie Theaters.
- Understand the adjusted capacity of your movie theater (as further described in the guidance, each theater is limited to 25% of its capacity up to a maximum of 100 patrons, exclusive of Personnel) and be prepare to operate while strictly adhering to capacity limits.

Preparing the Indoor Movie Theater Space

- Post all mandatory signage found in the attached Interim Guidance for Indoor Movie Theaters and also available at <http://www.sfdph.org/directives>.
- Provide hand sanitizer at high-traffic locations like entrances, exits and near elevators.
- Establish pathways using tape, signs, or physical barriers to encourage physical distancing and one-way foot traffic, especially in narrow aisles and hallways. Use visual clues such as signs or floor markings at locations where lines will form, like the restrooms and the theater entrances.

Health Officer Directive No. 2020-35b (Exhibit B) Health and Safety Plan (issued 3/2/21)

Each Indoor Movie Theater must complete, post onsite, and follow this Health and Safety Plan.

- Configure ticket lines and ticket vending machines to ensure that physical distancing of 6 feet is maintained at all times.
- Block off alternate rows of seating within the theater in accordance with the theater's reservation plan and physical distancing requirements.
- Close all common areas where people may gather.
- Remove or block off furniture or attractions in lobbies, lounges, entertainment spaces, or arcades that are not going to be used at this time.
- Close all concession stands and remove, empty or block off all food beverage vending machines. Close all restaurants, bars or other food/beverage service areas.
- In bathrooms, close every other sink, stall and urinal. Post signage establishing the bathroom's maximum capacity.
- Review <https://www.sfcddcp.org/COVID-ventilation> and implement all appropriate ventilation best practices in the facility.

Operational Requirements

- Strictly implement all requirements of Health Officer Directive 2020-35b and attached Interim Guidance while operating the theater. This includes enforcing all capacity limits, physical distancing and face covering requirements, and sanitation requirements.
- Do not present in-person performances in the theater.
- Sell tickets online or via phone; minimize use of paper tickets.
- Require patrons to remain in their assigned seats for the duration of the movie and ensure that patrons do not use seats other than those assigned to them.
- Require patrons to arrive no more than 30 minutes before show to minimize their time in the theater.
- Minimize the number of people in the lobby by staggering movie start times, and direct them away from patrons arriving for other screenings.
- Designate Personnel to oversee the physical distancing and line-up of patrons prior to entering the theatre, inside the lobbies and by washrooms. Designate Personnel to oversee seat assignments and to assist patrons in safely locating their seat and exiting auditoriums.
- Remind patrons to exit the theater auditorium one row at a time and maintain physical distancing on the way out. If possible, use alternate exits so that patrons do not have to exit through the lobby.
- Limit the number of patrons using the elevator to 4, or members of the same family.

Health Officer Directive No. 2020-35b (Exhibit B) Health and Safety Plan (issued 3/2/21)

Each Indoor Movie Theater must complete, post onsite, and follow this Health and Safety Plan.

Personnel and Patron Screening & Advisories

- Train Personnel in the requirements of the Health Officer Directive 2020-35b, the attached DPH Guidance and this Health and Safety Plan (HSP), including their obligation to monitor patron compliance with Face Covering requirements.
- Develop a plan to ensure Personnel and patrons comply with social distancing requirements.
- Screen Personnel prior to entering the facility every day as provided in the Social Distancing Protocol. See www.sfcdcp.org/screen (follow link for Personnel screening handout).
- Ensure that all Patrons complete COVID-19 screening before entering the Indoor Movie Theater space. Anyone who answers “yes” to a screening question must be prevented from entry. See www.sfcdcp.org/screen (follow link for Non-Personnel screening handout).
- Require patrons and Personnel to wear Face Coverings at all times according to the [Face Covering Health Officer Order No. C19-12](#).

Cleaning and Disinfecting Requirements

- Clean and disinfect the theater as required by Health Officer Directive 2020-35b, the Social Distancing Protocol, and this Health and Safety Plan. Disinfect high touch surfaces routinely throughout the day, and at least once every hour.
- Disinfect auditoriums and each previously occupied seat between movie screenings and before the next group of patrons are permitted to enter an auditorium.
- Frequently clean and disinfect bathrooms, at least every four hours.

Additional Facility Requirements

- Check for pest infestation or harborage, and make sure all pest control measures are functioning.
- Make sure that plumbing is functioning and, if the facility was dormant, then the pipes are flushed.

Additional Measures

Click or tap here to enter text.



Health Officer Directive No. 2020-35b (Exhibit B)
Health and Safety Plan (issued 3/2/21)

Checklist

Each Indoor Movie Theater must complete, post onsite, and follow this Health and Safety Plan.

Indoor Movie Theater Self-certification (must be signed by Indoor Movie Theater 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(s) will ensure these principles and procedures will be reviewed with all current and future employees.

_____ Print name

_____ Date:

_____ Signature



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2021-01

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR YOUTH AND ADULT RECREATIONAL SPORTS**

(PUBLIC HEALTH DIRECTIVE)
DATE OF DIRECTIVE: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues specific direction that Participants and Hosts in recreational sports 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 4 and 11 and Appendix C-2 of Health Officer Order No. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on Wednesday, March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2021-01

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 who organize and host (“Hosts”) recreational organized youth sports, dance and exercise—including school- and community-sponsored programs, and private clubs and leagues—and recreational organized adult group sports, dance, and exercise activities (collectively, “youth and adult sports”) in the City and County of San Francisco (the “City”) as allowed under the Stay-Safer-At-Home Order (“Order”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Participants and Hosts engaged in youth and adult sports (the “Best Practices”). All Participants and Hosts must comply with all applicable requirements listed in the Best Practices.**
- 3. Before hosting or otherwise facilitating youth or adult sports activities, Hosts must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 4. Organized youth sports must occur as part of a supervised school program, childcare program, or out of school time program as defined in section 5(d) of the Order.**
- 5. If an aspect, service, or operation of the youth or adult sport activity is also covered by another Health Officer directive (all of which are available at <http://www.sfdph.org/directives>), Hosts and Participants must comply with all applicable directives, and the Host must complete all relevant Health and Safety Plan forms.**
- 6. Hosts must (a) make the Health and Safety Plan available to anyone interested in participating in the youth and adult sports program 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 City 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. C19-12 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 and to Participants, all as required by the Best Practices. If any Host is unable to provide these required items to Personnel or Participants 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, any youth or adult sport activity organized by such Host where the Host has failed to comply is subject**



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to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.

8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with the Host in the City: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Host such as coaches, including volunteer coaches and assistant coaches. “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 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.

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2021-01 (issued 3/2/21)

Best Practices for Participants and Hosts Involved in Outdoor Gatherings

In addition to preparing, posting, and implementing the Social Distancing Protocol (Appendix A of Health Officer Order No. C19-07t), each Host that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below. Participants and Hosts must also comply with each of the applicable requirements listed below.

1. Section 1 – General Requirements For all Youth and Adult Sports Activities.

1.1. All people are strongly encouraged to minimize unnecessary interactions, and consistently follow all prevention guidelines including wearing Face Coverings with people outside one's household. Sports, dance, and exercise are higher risk for COVID-19 transmission, and have been linked to numerous outbreaks. Youth sports have been a significant source of COVID-19 spread among youth. These activities are higher risk for COVID-19 because people breathe much more air when exercising, and have close contact in many sports. During exercise, a person with COVID-19 breathes many more infectious droplets into the air. The infectious droplets in their breath travel further because they are breathing harder. People are also more likely to be infected during exercise because they are breathing more air. And the risks are generally much higher indoors than outdoors for these activities. If people intend to participate in a youth or adult sports activity, including parents or guardians of minors who wish to participate, 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.

1.1.1. Those at higher risk for severe illness and death from COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their Household are encouraged to carefully consider the health risks relating to COVID-19 before deciding whether to participate in Outdoor Gatherings. For more information on who is at higher risk for severe illness and death from COVID-19, see <http://www.sfdcp.org/vulnerable>.

1.1.2. Hosts must ensure COVID-19 symptom and exposure screening is completed for all Personnel using the "SFDPH Personnel Screening Form," available at <https://www.sfdph.org/dph/alerts/files/C19-07-Personnel-Screening-Attachment-A-1.pdf>.

1.1.3. Hosts must ensure COVID-19 symptom and exposure screening is completed for all adult Participants on the day of the sports activity using the "SFDPH Screening Form, for Non-Personnel," available at <https://www.sfdph.org/dph/alerts/files/C19-07-Non-Personnel-Screening-Attachment-A-2.pdf>. Any person who answers "yes" to a screening question must not be allowed to participate.

1.1.4. Hosts must ensure COVID-19 symptom and exposure screening is completed for all youth Participants on the day of the sports activity using the questions in SFDPH's "COVID-19 Health Checks for Children and Youth," available at <https://www.sfdph.org/dph/files/ig/Youth-Health-Checks.pdf>. Any person who answers "yes" to a screening question must not be allowed to participate.



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- 1.2. Except as expressly provided in section 4.1, below, **no indoor sports, dance, or exercise is allowed at this time.** Youth and adult sports activities must occur completely outdoors. If necessary, Participants and Hosts may enter a building to access an outdoor area or use indoor bathroom or locker room facilities. Participants must not remain inside longer than necessary and must not congregate in or near restroom facilities or locker rooms. Hosts must take all reasonable precautions to prevent Participants from congregating indoors.
- 1.3. The following **outdoor** organized sports are allowed at this time, subject to compliance with all applicable requirements set forth in the Order, the State’s guidance on Outdoor and Indoor Youth and Recreational Adult Sports (referenced below) and this directive:
 - 1.3.1. Physical conditioning, practice, skill-building, and training with at least six feet of physical distancing;
 - 1.3.2. Outdoor, low-contact sports—i.e., sports that allow participants to easily maintain physical distancing of at least six feet;
 - 1.3.3. Outdoor moderate-contact sports—i.e., sports that can be played with only incidental or intermittent close contact between participants; and
 - 1.3.4. Outdoor high-contact sports—i.e., sports that involve frequent or sustained close contact (and in many cases, face-to-face contact) between participants and high probability that respiratory particles will be transmitted between participants.

For an illustrative list of outdoor low-contact, moderate-contact, and high-contact sports, see CDPH’s guidance on Outdoor and Indoor Youth and Recreational Adult Sports, available at

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx> (“CDPH Youth and Adult Sports Guidance”).

- 1.4. Hosts may not coordinate, arrange, or engage in travel outside of San Francisco so that its Participants or members can participate in athletic activity that is not allowed in San Francisco—e.g., playing a sport not currently allowed in San Francisco, or practicing or competing outside San Francisco without Face Coverings for a sport that is allowed in San Francisco with Face Coverings (San Francisco sports programs should encourage teams they play in other adjoining counties to follow the same safety protocols.).
- 1.5. Face Covering Requirement.
 - 1.5.1. Except as expressly provided in section 2.4, below, Face Coverings—as defined in Health Officer Order C19-12—must be worn by Participants, Hosts, coaches, support staff, other Personnel, and observers/spectators at all times. The fit and quality of the mask are very important. Face coverings such as bandanas, balaclavas, ski masks, and scarves are not recommended because they do not offer the proper fit or quality that is needed to protect against COVID-19 transmission.
 - 1.5.2. Participants may need to limit vigorous exercise while wearing Face Coverings. If a Face Covering becomes difficult to breathe through due to wetness, the athlete should change to a clean, dry mask at least six feet away from others. If an athlete in a moderate-contact or high-contact sport is actively participating in practice or contests and having trouble breathing, they may remove the Face



Covering on the sideline at least six feet away from others (subject to the need for medical attention).

- 1.5.3.** If a sport cannot be played safely with Face Coverings (e.g., water polo), it cannot be played at this time.
- 1.6.** Size Limitation. Except as expressly provided in section 3.4, below, outdoor sports teams and other organized outdoor group sports—including, for example, running groups and dance classes (“Sports Programs”) are limited to no more than 25 Participants (excluding coaches and Personnel).
- 1.7.** Limitations on Mixing By Participants.

 - 1.7.1.** Except as expressly provided in sections 4.1 and 4.2, below, Participants may participate in only one Sports Program in any three-week period.
 - 1.7.2.** Participants may not move from one Sports Program to another more often than once every three weeks.
 - 1.7.3.** Except as expressly provided in section 2, below, Participants from different Sports Programs are not allowed to play against or with each other.
 - 1.7.4.** Sports Programs may not allow guest players, substitutes, or anyone who is not a member of the program to participate in group activities.
 - 1.7.5.** Coaches and other Personnel may work with more than one Sports Program as long as they wear Face Coverings and maintain at least six feet of physical distance from all Participants at all times.
 - 1.7.6.** During water breaks and snacks, Participants must maintain at least six feet of physical distance.
 - 1.7.7.** Avoid carpooling and shared buses/vans when possible, and if not possible to avoid, then wear Face Coverings at all times and keep windows open to the extent feasible.
 - 1.7.8.** Transmission often occurs *off-the-field*, especially when groups let their guard down and socialize or eat together. Mixing with other Households before or after any practice or competition must strictly adhere to current health orders and directives regarding gatherings. Post-game group snacks or group consumption of beverages are not allowed at this time.
- 1.8.** Hygiene and Equipment Sanitation.

 - 1.8.1.** No sharing of drink bottles and other personal items and equipment, except solely as provided in sections 1.8.1.2 and 1.8.1.3 below.
 - 1.8.2.** When equipment is shared during an activity, Participants must perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity.



1.8.3. Balls or other objects or equipment can be touched by multiple players during practice and play if the above hand hygiene practices are followed. Clean and disinfect shared equipment regularly.

1.9. Locker Rooms and Showers. Except as expressly provided below for youth sports involving specialized equipment, locker rooms must be closed, except for use as a restroom. Showers may not be used.

1.10. Hosts must not organize an event that encourages Participants (including players, coaches, and other Personnel) or observers to engage in yelling, chanting, or shouting or otherwise encourage Participants from doing so.

1.10.1. Participants and observers are strongly urged not to engage in yelling, chanting, or shouting—whether or not wearing a Face Covering—due to the substantially increased risk of spreading the virus by airborne transmission during such activities.

1.10.2. Hosts may allow yelling, chanting, or shouting by only one person at a time provided the person yelling, chanting, or shouting is: (a) at least 12-feet from any other person; and (b) wearing a Face Covering at all times.

1.10.3. Coaches are strongly encouraged not to raise their voices, but to use megaphones or other amplification methods whenever feasible.

2. Section 2 – Additional Requirements for Competitions and Tournaments.

2.1. Teams must not participate in any out-of-state games and tournaments; several multistate outbreaks have been reported around the nation, including California residents.

2.2. Teams may compete with other teams in San Francisco or the three adjacent counties: Marin, Alameda, and San Mateo. Teams are not allowed to compete with teams from counties other than these three, at this time.

2.3. A team may compete with only one other team per day, and only one event (i.e., no double headers).

2.4. Participants may lower or remove their Face Covering during competition with another team if they can easily maintain six feet of physical distance from others. Face Coverings must be worn at all other times. For example, cross-country runners must wear Face Coverings at all time during practices but may lower them when running a race if they are at least six feet away from all others.

2.5. Hosts must keep detailed rosters of all players and staff involved in competition, including information needed to notify people of COVID-19 exposure if a competitor or coach tests positive for COVID-19 (e.g. starting heat and wave times for races, tennis doubles partners, golfers sharing same the tee time).

2.6. If more than one match will be held at the same location in a day, it is recommended that matches be scheduled far enough apart—in space or time—that teams that are not competing will not interact with each other, for example, when leaving and arriving at the location.



3. Section 3 – Additional Requirements for Youth Sports Programs.

- 3.1.** Due to the nature and risk of transmission while participating in outdoor high-contact and moderate-contact sports, Hosts of high-contact and moderate-contact Sports Programs or activities must require the parent/guardian of each child (i.e., any Participant under the age of 18) who participates in the program to sign an acknowledgement of health risks containing the following language:

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

Sports, dance, and cardio/aerobic exercise are higher risk for COVID-19 transmission, and have been linked to numerous outbreaks. In other parts of the U.S., youth sports have been a significant source of COVID-19 spread among youth. The risks are generally much higher indoors than outdoors for these activities. But these activities are higher risk for COVID-19 in any environment because people breathe much more air when exercising, and have close contact in many sports. During exercise, a person with COVID-19 breathes many more infectious droplets into the air. The infectious droplets in their breath travel further because they are breathing harder. People are also more likely to be infected during exercise because they are breathing more air.

The availability of organized youth sports activities hosted by a school program, childcare program, or out of school time program, is an important step in the resumption of activities. But the decision by the Health Officer to allow organized youth sports activities that follow required safety rules, does not mean that attending and participating in organized youth sports activities is free of risk. Enrolling a child in organized youth sports could increase the risk of the child becoming infected with COVID-19. Moderate-contact and high-contact sports, which can require frequent, close contact between participants, increase the risk of COVID-19 transmission. While the majority of children that become infected do well, there is still much more to learn about coronavirus in children, including from recent reports of Multisystem Inflammatory Syndrome in Children (MIS-C).

Each parent or guardian must determine for themselves if they are willing to take the risk of enrolling their child in organized youth sports, including whether they need to take additional precautions to protect the health of their child and others in the household. They should carefully review the SFDPH COVID-19 youth safety guidance at <http://www.sfdcp.org/CovidSchoolsChildcare>. They should particularly consider the risks to household members who have a higher risk of severe COVID-19 illness, including older adults and other people with chronic conditions or compromised immune systems. Parents and guardians may want to discuss these risks and their concerns with their pediatrician or other health care provider.

More information about COVID-19 and MIS-C, is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019->



ncov/. See sfdcp.org/covid19hcp for a list of groups at higher risk for severe COVID-19

I understand the risks associated with enrolling my child in organized youth sports, and agree to assume the risks to my child and my household. I also agree to follow all safety requirements that the Host of the organized youth sports activity imposes as a condition of enrolling my child.

- 3.2. Youth athletes who test positive for COVID-19 must be cleared in writing by a health care provider before returning to exercise.
- 3.3. Observation of youth sports must be limited to Household members and is allowed only as needed for age-appropriate supervision. No other spectators are allowed. Observers must maintain at least six feet of physical distance and comply with all other Social Distancing Requirements at all times.
- 3.4. School affiliated teams that must have more than 25 Participants to compete in the sport may exceed 25 Participants if the school submits proposed safety plan that is first approved by the Health Officer or the Health Officer's designee. The proposed plan must include the number of proposed Participants, an explanation of why that number of Participants is required, and a description of the health and safety protocols the team will use to decrease the risk of transmission. Plans must be submitted to schools-childcaresites@sfdph.org.
- 3.5. Locker Rooms and Showers. Youth participating in sports with specialized equipment may use locker rooms to change their clothing, subject to the conditions below:
 - 3.5.1. Locker rooms are limited to 10% of the facility's maximum capacity.
 - 3.5.2. Face Coverings must be worn at all times.
 - 3.5.3. Showers may not be used.
 - 3.5.4. Participants must not remain inside longer than necessary and must not congregate in or near locker rooms. Hosts must take all reasonable precautions to prevent Participants from congregating indoors. Locker rooms should not be used for coaching or pregame talks.
 - 3.5.5. Participants should arrive dressed to play to the greatest extent possible.
 - 3.5.6. Different teams or groups may not use a locker room at the same time.
 - 3.5.7. Facilities are encouraged to implement at least one of the following ventilation strategies: (1) all available windows and doors accessible to fresh outdoor air are kept open; (2) fully operational HVAC system; or (3) appropriately sized Portable Air Cleaners.

4. Section 4 – Additional Requirements for Adult Sports Programs.

- 4.1. Adults may exercise individually indoors in gyms and fitness centers in compliance with the requirements in Health Officer Directive 2020-31, including Face Covering requirements and the requirement to maintain at least 12 feet of physical distance from



other people when performing any activity that increases breathing rate or intensity, and at least six feet of physical distance for other people at all other times. Indoor low-intensity, non-aerobic fitness classes (e.g. gentle yoga, meditation) may occur indoors. No other group sports dance, or exercise is allowed indoors at this time.

- 4.2. Adults may participate in more than one Outdoor Fitness Class in a three-week period, provided the Outdoor Fitness Class complies with all of the requirements in section 9 of Appendix C-1 to Health Officer Order C-19-07, including as it is amended in the future.
- 4.3. No spectators are allowed at this time (if a Participant is a parent or guardian of minor children or caregiver for another adult, the Participant may bring that child/adult with them; if the person is an adult who needs assistance, the person may bring a caregiver).

Health Officer Directive No. 2021-01 (Exhibit B) Health and Safety Plan (issued 3/2/21)

Each Host 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. 2021-01, available at <http://www.sfdph.org/directives>.
- All sports activity occurs outside only.
- Personnel and Participants are screened for COVID-19 symptoms and exposure.
- No coordinating, arranging, or engaging in travel outside of San Francisco to participate in athletic activity that is not allowed in San Francisco.
- Face coverings are worn by everyone at all times.
- Groups are limited to no more than 25 Participants (or limited exception for sports that need more participants to compete applies and Health Officer has approved plan).
- Participants participate in only one Sports Program in any three-week period.
- Mixing with other Households before or after any practice or competition strictly adheres to current health orders and directives regarding gatherings.
- When equipment is shared during an activity, Participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity.
- Locker rooms are closed, except for use as a restroom (or for youth sports involving specialized equipment). Showers are not used.
- Spectators: No spectators for adult sports; limited to Household members and only as needed for age-appropriate supervision.
- If competitions are involved: no out-of-state games or tournaments; compete only with other teams in San Francisco or the three adjacent counties (Marin, Alameda, and San Mateo); only one event per day (no double headers).
- For youth sports, parent/guardian has signed informed consent document.

Additional Measures

Explain:



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting March 3, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-29f

**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: March 2, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that lodging facilities, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4.e and 11 of Health Officer Order No. C19-07t issued on March 2, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on March 3, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.



Health Officer Directive No. 2020-29f

**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);**
 - 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.**



Health Officer Directive No. 2020-29f

- 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, 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.**



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- 4. Before it begins to offer lodging, services or allow Personnel onsite, each Lodging Facility, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.**
- 5. If an aspect, service, or operation of the Lodging Facility is also covered by another Health Officer order, then the Lodging Facility must comply with all applicable Health Officer orders, and directives, and it must complete all relevant Health and Safety Plan forms.**
- 6. Each Lodging Facility must (a) make the Health and Safety Plan available to every Guest before check in, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations and make the Health and Safety Plan available to Personnel upon request, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Lodging Facility must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.**
- 7. Each Lodging Facility subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Lodging Facility is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Lodging Facility, any such Lodging Facility is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.**
- 8. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Lodging Facility must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (<https://www.sfdph.org/directives>) regularly.**
- 9. Implementation of this Directive augments—but does not limit—the obligations of each Lodging Facility under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Lodging Facility must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.**



**City and County of
San Francisco**

**Department of Public Health
Health Officer Directive**

Health Officer Directive No. 2020-29f

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

A handwritten signature in black ink, appearing to read "Susan Philip".

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

Date: March 2, 2021



Exhibit A to Health Officer Directive No. 2020-29f (issued 3/2/2021)

Best Practices for Lodging Facilities

In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07t (the “Social Distancing Protocol”), each Lodging Facility that operates in San Francisco must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below.

1. Section 1 – General Requirements for all Lodging Facilities:

- 1.1.** Follow all applicable public health orders and directives, including this Directive and any applicable State orders or industry guidance. In the event of any conflict between a State order or guidance and this directive, follow the more restrictive measure.
- 1.2.** If all or part of a Lodging Facility has been vacant or dormant for an extended period, ensure that plumbing is functioning and that pipes are flushed before use. The San Francisco PUC provides guidance for flushing and preparing water systems at <https://sfwater.org/index.aspx?page=1327>.
- 1.3.** All Lodging Facilities must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH’s guidance for improved ventilation available at: <https://www.sfcdep.org/COVID-ventilation>.
- 1.4.** Guests should enter through doors that are propped open or automated, if possible.
- 1.5.** Provide hand sanitizer (using touchless dispensers when possible) at key Guest and Personnel entrances and contact areas such as driveways, reception areas, hotel lobbies, restaurant entrances, elevator and escalator landings, and stairway entrances.
- 1.6.** In addition to making hand sanitizer available to Guests throughout the Lodging Facility (as required in the Social Distancing Protocol), post signage requiring Guests and Personnel to use hand sanitizer or wash their hands (with soap and water, for at least 20 seconds) before and after using any equipment.
- 1.7.** Regularly disinfect all high-touch areas and surfaces (such as hotel lobbies, check-in counters, bell desks, help counters, doorknobs, handles, rails, light switches, sanitizing stations, restrooms, sinks, toilets, benches, front desk areas, keyboards, computers, phones, break rooms and lunch areas, changing areas, loading docks, kitchens, and areas of ingress and egress, including stairways, stairwells, handrails, and elevator controls is performed), following CDC guidelines.
- 1.8.** If necessary, modify operating hours to ensure time for regular and thorough sanitization.
- 1.9.** Close lobbies and other common areas to members of the public who are not Personnel, Guests or customers of businesses who need access to the common area.
- 1.10.** Add all COVID-19 related signage to the Lodging Facility as required by Sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order. Templates for signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.



1.11. Employees are directed to not open the doors of cars or taxis.

1.12. Valet service drivers, baggage handlers, and housekeepers must wash their hands regularly during their shift and/or use proper hand sanitizer.

1.12.1. Self-parking options are encouraged. If valet service is provided, valet service drivers are required to wear face coverings, gloves and maintain social distancing guidelines. In addition, key fobs must be placed into plastic bags, and steering wheel, ignition button, door handles, shifters must be wiped with an approved disinfecting wipe. Lodging Facilities must notify Guests of the valet cleaning and disinfection procedures.

1.12.2. If van or shuttle service is provided, they must adhere to valet service requirements, including, without limitation, cleaning and disinfecting seating areas between Guests.

1.13. The capacity for lobbies and common areas must not exceed the lower of: (1) those set by the building code, or (2) the number of people able to fit in the space with required physical distancing (approximately 113 square feet per person) as set forth by the United States Fire Administration online at https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html

2. Section 2 – Guests, and Check in/out Procedures

2.1. Lodging Facilities must make their Health and Safety Plans available to Guests before check in (as required in Directive Section 7(a) above), and require an acknowledgement of the plan from the Guest.

2.2. Each Lodging Facility must require all Guests to self-screen using the “Screening Handout for Guests at Lodging Facilities” form prepared by DPH. In addition, Lodging Facilities must provide Guests a copy of “Tips for Staying in Lodging Facilities” also prepared by DPH, and includes a link to the Travel Advisory issued by the California Department of Public Health. Lodging Facilities must require Guests to acknowledge that they have received and understand this information during the 24-hour period prior to check in. These forms are available at <https://www.sfdph.org/directives> (and attached as Attachment A-1 and A-2 to this Directive, respectively).

2.3. Due to the increased risk of transmission presented by mixing households, Guests are strongly encouraged stay in single hotel, motel or other lodging rooms with only members of their household. Visitors (other than another guest of the same Household) are prohibited.

2.4. Except for emergencies, Personnel must not enter the Guest room or short-term rental unless the Guest has is not present in the room.

2.5. If possible, use a touch-free check-in system, such as an online or app-based platform, and discontinue use of paper documents.

2.6. If possible, use a touch-free payment system, such as payment online or over the phone. But Lodging Facilities must accept cash payment if the Guest wishes to pay by cash.

2.7. Contract Tracing. For clarity, Lodging Facilities are not required to screen Guests for this information, and should only track this information if it is provided to the Lodging Facilities by



the Guest. Each Lodging Facility must provide the following for case investigation and contact tracing purposes upon request of DPH: (i) the Guest's name, phone number, and email address, (ii) whether the Guest ever reported that they were COVID-19 positive or were recently in close contact with someone who was COVID-19 positive within the past 14 days, and (iii) the date(s), time(s), and duration of the Guest's visit. Lodging Facilities must retain this information for three weeks, and may discard the information after three weeks. This information will be subject to disclosure to DPH only for case investigation and contact tracing purposes, to protect the health of Personnel, Guests, and others, and will be kept confidential by DPH.

3. Elevators, Escalators and Stairs

- 3.1.** Modify policies for using elevators, escalators and stairs serving as access to, from and within the Lodging Facility.
- 3.1.1.** Where feasible, make stairways accessible to Personnel and Guests entering the Lodging Facility. Encourage Personnel who are physically able to use the stairs.
- 3.1.2.** Add signage to stairways and escalators reminding Guests and Personnel to keep at least six feet distance from others, and to sanitize and wash hands frequently, especially after touching a handrail or other commonly touched item.
- 3.1.3.** Limit capacity in elevators to the lesser of: (1) four people (including Guests and Personnel), or (2) the number of people who can fit in the elevator while maintaining at least six feet of distance from each other. More than four members of one Household may ride an elevator together. During peak building entry and exit times, this number of individuals from different Households may be adjusted to up to four individuals at a time for any elevator that does not allow for six feet of physical distance between riders.
- 3.1.4.** Add signage to elevators and on all floors requiring anyone who rides the elevator to wear Face Coverings, and encouraging silent rides in the elevators ("no talking").

4. Section 3 – Guest Amenities

- 4.1.** If permitted by the applicable directive, Dining facilities may operate subject to compliance with Health Officer Directives 2020-05 (Food Preparation or Essential Delivery Business) and 2020-16 (Indoor and Outdoor Dining), and any amendments to those directives.
- 4.2.** If permitted by the applicable directive, indoor gyms and fitness centers may operate subject to compliance with Health Officer Directive 2020-31, and any amendment to that directive.
- 4.3.** Indoor pools must remain closed, unless being used for drowning prevention classes as may be permitted by the Stay-Safer-At-Home order. 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.** Personal services, such as hair and nail salons and massage, are permitted subject to compliance with applicable Health Officer directives.



- 4.6. Until permitted by the Health Officer, common area gathering places such as ballrooms, conference rooms, and lounge areas must remain closed.
- 4.7. Until permitted by the Health Officer, business centers, meeting and conference spaces must remain closed. Lodging Facilities may consider offering services typically provided in business centers such as printing and copying via contactless interactions.
- 4.8. Discontinue the use of shared food and beverage equipment. Close manually operated ice machines, or use hands-free machines.
- 4.9. Mini bars within rooms must have all products removed.
- 4.10. Reusable collateral items (e.g. magazines, menus, coupons, etc.) must be removed from common spaces and Guest rooms. Critical information must be provided as single-use collateral and/or electronically.

5. Cleaning, Facilities Maintenance, and Worker Protection

- 5.1. Lodging Facilities and Guests should consider the increase in risk of transmission of the virus caused by indirect contact between housekeeping staff and Guests that may occur during daily room cleaning. Because many COVID-19 positive individuals never show symptoms at all, housekeeping staff must treat each room as if the Guest is COVID-19 positive. Housekeeping staff must take precautions against the spread of COVID-19 when handling high contact surfaces (e.g. TV remotes), droplets on surfaces (e.g. mirrors in bathrooms), and when entering the room due to the risk of aerosol transmission (infectious virus in the air). Housekeeping staff who enter multiple rooms must take precautions to avoid increased risk due to cumulative exposure created by entering multiple environments inhabited by potentially COVID-19 positive individuals. To minimize the risk of transmission, Lodging Facilities must require and ensure that all Guests and any other persons remain outside the room while housekeeping staff or other Personnel are in the room.
- 5.2. Lodging Facilities may offer daily room cleaning provided that the Lodging Facility complies with the following:
 - 5.2.1. Housekeeping staff must be instructed to turn available ventilation systems on, prop open doors and windows, and then wait 15 minutes before re-entering the room to begin cleaning.
 - 5.2.2. Lodging Facilities must provide housekeeping staff training on the requirements of this Directive, including instruction to treat every room as potentially housing someone who is COVID-19 positive because of asymptomatic and pre-symptomatic transmission, and the benefits of ventilation.
 - 5.2.3. Lodging Facilities must provide at no cost the following personal protective equipment (PPE) to all housekeeping staff and require that housekeeping staff wear all of the following at all times:
 - 5.2.3.1. N95 respirators.
 - 5.2.3.2. Eye protection in the form of safety glasses, healthcare eye splash shields, face shields, goggles.



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- 5.2.3.3. Disposable gloves that are used for only one room and then discarded with adequate spares provided so that torn or damaged gloves can be replaced immediately.
- 5.2.3.4. Smocks, shop coats, uniforms, gowns, or similar garments which will protect the wearer's personal clothing. Replacement garments must be readily available in case garments become soiled during a shift, and all reusable garments must be laundered after a single day's use.

Note Regarding N95 Respirators – Per Cal/OSHA 8 CCR § 5144 “Respiratory Protection” users need to be medically screened to ensure the respirator will not create health issues. Additionally, users must be fit-tested with the brand, model, and size of respirators they will be issued and trained how to properly don, wear, and doff the respirator.

- 5.3. Lodging Facilities must provide housekeepers with receptacles lined with plastic bags for soiled linens. While inside each room, housekeepers must place all towels and linens in the plastic bags and seal the bags. All bed linens and laundry (including reusable cloths used by housekeepers) must be washed at a high temperature and cleaned in accordance with CDC guidelines.
- 5.4. Each room must be thoroughly cleaned between Guest stays in accordance with CDC guidelines. The room should be cleaned as close to the next Guest's arrival (i.e., as many days after check-out) as possible. Lodging facilities must provide additional time for Personnel to thoroughly clean the Guest room.
 - 5.4.1. Items to be cleaned include, but are not limited to, all surfaces, walls, windows, mirrors, desks, table tops, furniture, minibars, interior and exterior door handles, interior door locks, faucets, toilets, bed headboards and footboards, light switches, TV remote controls, telephones, keyboards, and touch screens; washing of all kitchen items (pots, pans, utensils, and dishes) and kitchen amenities (including refrigerator interiors, stovetops, coffee-makers, toasters, pantry shelves, and other similar areas). Follow the attached comprehensive check list.
 - 5.4.2. At the end of each stay, all linens, towels, bedspreads, etc. regardless of whether they appear to have been used or not must be washed.
- 5.5. Lodging Facilities must not store extra linens or in the rental unit. Provide such items only on request.
- 5.6. Consider leaving rooms vacant for 24 to 72 hours after a Guest has departed, if feasible. Housekeeping staff must still wear Face Coverings, but are not required to wear N95 respirators if the room has been left vacant for at least 24 hours after the Guest has checked out.
- 5.7. Phones, tablets, laptops, desks, pens and other work supplies are cleaned and disinfected before, during and after each shift or anytime the equipment is transferred to a new employee. This includes, without limitation, phones, radios, computers and other communication devices, payment terminals, kitchen implements, engineering tools, safety buttons, folios, carts with cleaning supplies, and cleaning equipment, keys, time clocks, and all other direct contact items.



- 5.8. Workstations, desks, and help counters are provided with proper sanitation products, including hand sanitizer and sanitizing wipes, and personal hand sanitizers to all staff directly assisting customers.

6. Isolation Areas

- 6.1. Lodging Facilities must separate the Isolation Area from the remainder of the facility through (i) a physical barrier such as a door that remains closed or plastic sheeting that is taped closed, and (ii) visually obvious no-entry signs to prevent other guests from entering the area.
- 6.2. To the extent possible, the Isolation Area should be served by a discrete and separable component of the facility's HVAC system that can be made not to circulate air to other parts of the facility.
- 6.3. To the extent possible, the rooms in an Isolation Area should have entrances and exits directly to the outdoors, and have operable windows.
- 6.4. The Isolation Area must be expanded if necessary to ensure adequate space to comply with this Directive, the Mayor's 10th Supplement to the Proclamation Declaration the Existence of a Local Emergency, or other local law.
- 6.5. All Guests staying in the Isolation Area must stay within the Isolation Area except as strictly necessary to check out or obtain medical care. Guests may not use any area of the Lodging Facility otherwise available to all Guests, including decks, and roofs, except for purposes of transit through the Lodging Facility. Lodging Facilities must refer Guests in the Isolation Area to DPH's directive on isolation, available at: <https://www.sfdph.org/dph/alerts/coronavirus-health-directives.asp>
- 6.6. When a Guest in the Isolation Area reports that their ability to take care of themselves is impaired, or fails to respond to the Lodging Facility's inquiries regarding the Guest's ability to take care of themselves, the Lodging Facility may refer the Guest to a healthcare facility.
- 6.7. When a Guest in the Isolation Area checks out of a room, the Guest—not Personnel—must open any operable windows (unless weather or safety does not permit) and turn on any HVAC system and fans to maximize ventilation in the room.
- 6.8. As to rooms in in the Isolation Area, Lodging Facilities must follow all cleaning requirements listed in Section 5, except as modified as follows:
 - 6.8.1. Lodging Facilities must not offer daily cleaning service during a Guest's stay.
 - 6.8.2. Lodging Facilities should consider offering a set of cleaning supplies in each room within the Isolation Area so that the Guest may clean the room and the housekeeper does not take supplies from room to room.
 - 6.8.3. Lodging Facilities must provide cleaning services in emergencies.
 - 6.8.4. Lodging Facilities must wait 24 hours before cleaning the room.
 - 6.8.5. Lodging Facilities must not return a Guest room in the Isolation Area to service until it has undergone an enhanced disinfection protocol in accordance with CDC guidelines.



- 6.9.** When a Guest in the Isolation Area presents the Lodging Facility with a negative result from a PCR test taken within the prior 24 hours, the Lodging Facility may assign the Guest to a room outside of the Isolation Area.

7. Additional Requirements for Short Term-Rentals

- 7.1.** Short-term rentals must comply with each applicable provision of Sections 1 to through 6 of this Directive. For clarity, the cleaning obligations (including the obligation to provide enhanced PPE to housekeeping staff) in Section 5 apply to each operator of a short-term rental.
- 7.2.** Short-term rentals are permitted to rent out their entire residence, sometimes referred to whole home rentals, but shared short-term rentals and homestays prohibited. This means that no person may rent out a portion of their residence (for example, renting out a bedroom through Airbnb or VRBO) while they stay in another portion of the residence.
- 7.3.** Comply with the enhanced cleaning requirements in the California state guidelines, including the following.
- 7.3.1.** Take the proper steps to thoroughly clean and disinfect the rental unit after each Guest stay. This includes wiping down and cleaning and disinfecting all high-touch areas, including, without limitation, bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
- 7.3.2.** Remove all leftover recycling, garbage, and trash from the rental unit. Line all the garbage cans, which will make it easier to dispose of tissues and other waste. Empty any food items the previous Guest may have left in the refrigerator, freezer, and pantry.
- 7.3.3.** All linens must be removed and laundered between each Guest stay, including items that appear to not have been used. When cleaning bedding, towels, or other laundered items in rental units, wear disposable gloves when handling dirty laundry and discard them after each use. Wash hands with soap or use hand sanitizer immediately after gloves are removed. Do not store extra linens or in the rental unit. Provide such items only on request.
- 7.3.4.** Do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air. Launder items as appropriate in accordance with the manufacturer's instructions. Launder items using the warmest appropriate water setting for the items and dry items completely. Clean and disinfect laundry hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable and thrown away after each use or can be laundered after each use.
- 7.3.5.** Clean all soft surfaces based on the manufacturer's instructions, as appropriate. Remove visible dirt and grime and then clean with the appropriate cleaner for the material. If possible, machine-wash items according to the manufacturer's directions.
- 7.3.6.** Kitchen items, including pots, pans, and utensils, must be cleaned between each Guest stay. All dishes must be washed, including the ones in the cabinet and others that may have been left in different rooms. Provide adequate dish soap and new, unused sponges for each Guest upon arrival. Consider replacing utensils with one-time use dinnerware, if feasible.



- 7.3.7.** After each Guest stay, properly clean all appliances and kitchen areas, including refrigerator shelving, the oven stovetop, coffee-makers, toasters, pantry shelves, and other areas.
- 7.3.8.** Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Use a vacuum with a HEPA filter wherever possible.
- 7.3.9.** Bathroom toilets, showers, bathtubs, sinks, cabinets, and shelving should be disinfected with a multi-surface cleaner approved for use against COVID19 by the EPA. Mirrors and any glass should be properly wiped down. The bathroom floor should also be vacuumed and/or mopped.
- 7.3.10.** Equip the rental unit with additional hand soap, paper towels, toilet paper, disinfecting spray or wipes, and hand sanitizer.
- 7.3.11.** If using an external or professional cleaning company, communicate expectations and plans for cleaning and disinfection standards, and get periodic confirmation that they are being followed by the contracted company. Cleaning companies and services are required to provide the personal protective equipment outlined in Section 5.4 for employees and independent contractors performing cleaning duties.
- 7.3.12.** Communicate with Guests on the cleaning and safety measures implemented, both pre-stay and during stay, via the listing content and property information booklet. Ensure guests understand all check-in and checkout protocols and any updated building or amenity policies (e.g. changes to services in apartment buildings).



Tips for Staying in Lodging Facilities During COVID-19

Updated March 2, 2021

ALERT: Remain Cautious

In alignment with the State’s recommendations, San Francisco is reopening at the State’s Red Tier starting March 3, 2021. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people. The opening of sectors does not necessarily signify that these activities are “safe.”

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible, including wearing masks that covers your mouth and nose especially when talking, avoiding indoor settings to the extent possible, maintaining at least 6 feet distance from those you don’t live with, avoiding get-togethers and gatherings to the extent possible, if you must gather minimize the amount of time you spend with people you don't live, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as unvaccinated older adults and unvaccinated people with health risks — and those who live with or care for them are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

This Tip sheet was developed by the San Francisco Department of Public Health for use by Guests staying at Lodging Facilities and is posted at sfcdcp.org/travel/. This Tip sheet may change as information is updated.

[All guests staying at Lodging Facilities should follow the recommendations concerning non-essential travel and quarantine set forth in the State of California’s Travel Advisory.](#)

Please Note: Travel increases your chance of getting and spreading COVID-19. Staying home is the best way to protect yourself and others from COVID-19. You can get COVID-19 during your travels. You may feel well and not have any symptoms, but you can still spread COVID-19 to others. You and your travel companions (including children) may spread COVID-19 to other people including your family, friends, and community for 14 days after you were exposed to the virus.

Don’t travel if you are sick or if you have been around someone with COVID-19 in the past 14 days.
Don’t travel with someone who is sick.

AUDIENCE: These tips are for guests and personnel at Lodging Facilities in San Francisco. Lodging Facilities [must provide guests with a copy of this document.](#)



Summary of revisions since previous versions

- Refer to the Business Capacities and Activities Table or BCAT ([English](#), [Chinese](#), [Spanish](#), [Tagalog](#), [Vietnamese](#), [Russian](#)) for all current restrictions, limitations and suspensions.
- Added the recommendation to get tested when feeling symptoms
- Includes information about CA Notify and a recommendation to get a COVID-19 vaccination when it becomes available.
- Aligns non-essential travel and quarantine requirements with the State of California’s [Travel Advisory](#).

COVID-19 Information

People at risk for severe illness with COVID-19, such as [older adults](#) and people with certain **medical conditions**, as well as those **who live with or care** for them are strongly **discouraged** from participating in activities with other people **outside** their **household** where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

How Does Covid-19 Spread?

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

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

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

COVID-19 Prevention

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



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

Indoor Risk

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

The Role of Ventilation

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

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

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

Guidance for All Guests at Lodging Facilities

Before Your Stay

- Lodging facilities are required by The Health Officer of the City and County of San Francisco to provide all guests with a [Screening Handout](#) prior to their stay.
- Review your Lodging Facility's mechanisms for remote check-in, mobile room key, and contactless payment options that would minimize your contact with others.
- Make sure you packed all your essentials, including medicines, tissues, disinfectant wipes, etc.
- Consider bringing your own non-essentials including pens, papers, drinks, cups etc.
- Review the Lodging Facility's COVID-19 policies. Your facility may have modified the availability of housekeeping services and may have removed frequently touched items such as TV remotes from your room. Some amenities such as indoor swimming or self-serve coffee may not be available.
- Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Those over the age of 6 months are strongly encouraged to get a flu shot. Find out how to get one at sfcdcp.org/flu.

CA Notify – another way for us to stop the spread

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

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if



other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

COVID-19 vaccine is here

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC, and California's own Scientific Safety Review Workgroup have reviewed data from clinical trials to ensure the safety and effectiveness of COVID-19 vaccines. **We strongly encourage all persons to get vaccinated.** The first vaccines approved in the US are about 95% effective in preventing sickness from COVID-19, however we do not know how well they prevent infections that do not cause symptoms. This means that we do not know how common it is for a person who got the vaccine to carry the virus and transmit to others, including [those who have increased risk for severe illness or death](#). Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wear a mask that covers your mouth and nose when outside your home, avoid get-togethers/gatherings, avoid being indoors with people you don't live with, stay at least 6 feet away from others, and wash your hands after touching shared objects or after touching your face. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

During Your Stay

- Follow all signage. The Lodging Facility may have markers on the floors to help you maintain social distancing, some hallways may be marked for one-way travel, and elevators will have rider limits.
- No visitors. Because the risk of infection rises when members of different households share space, you are strongly encouraged to stay in your room or accommodations with only members of your household. For the same reasons, you must not use your accommodations to entertain visitors who are not household members with your group.
- Consider taking the stairs. Otherwise wait to use the elevator until you can either ride alone or only with people from your household.
- Minimize use of areas that may lead to close contact with other people, for example outside patios, outdoor pools, outdoor hot tubs, and salons. Intense exercise that leads to heavy breathing is much safer outdoors. Any activity requiring mask removal increases risk and is best postponed until returning home.
- Request contactless delivery for any room service order. If you ask for items to be brought to your room, ask that they be left at the door to avoid your exposure to others outside of your household.
- Minimize what you touch while staying in your room, especially areas that may be hard to clean such as inside the refrigerator, upholstered furniture, etc.
- If lodging with children, ensure that your children stay close to you and that they avoid touching any other person(s) or any item that does not belong to them. Children ages 2 and over are required to wear face coverings in San Francisco to the greatest extent feasible.
- Daily Housekeeping/Cleaning Service: All Guests should consider the increased risk of virus transmission when cleaning staff and Guests are breathing and touching surfaces in the same room— even when cleaning staff and Guests are not in the room at the same time.



- Many to most COVID-19 positive individuals never show symptoms, so housekeeping staff must treat each room as if the Guest is COVID-19 positive. Asking for daily cleaning increases the risk of community transmission because housekeeping staff enter multiple environments inhabited by potentially COVID-19 positive individuals.
- If you request Daily room cleaning, to minimize the risk of transmission for you and housekeeping staff, housekeeping staff will not begin cleaning until you have left the room, and you will not be able to return to your room until the housekeeping staff has completed your Daily room cleaning request. Cleaning service may take extra time because staff must take precautions against the spread of COVID-19 with enhanced safety and cleaning.

Fitness Center or Gym

Fitness and exercise facilities and pools may or may not be open; see the [BCAT](#) for a list of current restrictions. Please review the [guidance on staying safe in fitness facilities](#).

Dining Room and Coffee/Tea Shop

Dining rooms and coffee/tea shops may or may not be open; see the [BCAT](#) for a list of current restrictions. Please review our [guidance for safer dining](#).

At the End of Your Stay

- Place anything that you will be leaving behind in the garbage or trash bins. This includes removing and disposing of any food items that may have been left in the refrigerator, freezer, and pantry.
- Open windows for as long as you can to help ventilate the room before cleaning staff must enter, unless weather or safety does not permit. If available, make sure your AC/heating unit is on to exhaust air from the room and provide fresh outdoor air.
- Ask for remote check-out that does not require you to be around others.
- To help prevent the spread of the COVID-19, do not delete the CA Notify (canotify.ca.gov) app for 14 days after you leave California. This will allow you to receive notice if you had possible exposure during your visit. If you test positive for COVID-19 after leaving California during the 14 days after your visit please report the exposure using the app.

Additional Considerations for Guests if you are Isolating or Quarantining in a Lodging Facility

When planning your trip, consider building in enough time in case you need to quarantine due to symptoms, close contact, or the recommendations of the California [Travel Advisory](#).

Local guidelines for quarantine can be found at sfcdcp.org/i&q

In addition to the guidance for all guests above, anyone who is isolating or quarantining in a Lodging Facility because they have COVID-19 symptoms, tested positive, or have been in Close Contact with someone who is positive (that is, if you answered yes to one of the screening questions) should take additional measures to make their stay safer. Refer to the guidance on [how to safely isolate and quarantine](#) and the detailed information in the [Screening Handout for Guests at Lodging Facilities](#) that was given to you by the lodging facility.



Before and During Your Isolation or Quarantine Time in a Lodging Facility

- Plan for how you will stay entertained and feel supported while you stay away from people until your isolation/quarantine period ends.
- Make sure you packed all your essentials, including medicines, tissues, disinfectant wipes, etc. so that you do not have to leave your room for the period of your isolation/quarantine.
- **No Daily Housekeeping Service.** You must not ask for room cleaning unless there is an emergency, to avoid exposing cleaning staff to possible infection.

Resources

Useful COVID-19 resources from San Francisco:

- [San Francisco Department of Public Health \(SFDPH\) COVID-19 Guidance: www.sfdcp.org/covid19](http://www.sfdcp.org/covid19)
- [City and County of San Francisco COVID-19 Information: sf.gov/covid](http://sf.gov/covid)

The San Francisco Department of Public Health thanks you for your help in keeping yourself, your family, and your community safe amid the COVID-19 crisis.

City and County of San Francisco Health Officer Directive No. 2020-29
Screening Handout for Guests at Lodging Facilities
(updated March 2, 2021)

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.sfgcdcp.org/travel 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.sfgcdcp.org/screening-handout.

Part 1 – Answer the following questions.

Guests have a right to keep their answers confidential if they choose.

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

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

*Children and youth under 18 years old don't have to be screen for symptoms marked by an Asterix. They need to be screened for the other symptoms.

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

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID19, during their contagious period? (Please note: If you have received the COVID-19 vaccine, see www.sfgcdcp.org/quarantineaftervaccination. If you meet the exceptions for quarantine explained there, for the purposes of this screening form, you may answer “No” to this question.)

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

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

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

Part 2 – If you answered “YES” to ANY of the questions in Part 1 (continues on page 2)

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.

Follow Isolation/Quarantine Steps at: www.sfgcdcp.org/isolationandquarantine

- Consider cancelling your stay if you are able to isolate/quarantine from others in your home

City and County of San Francisco Health Officer Directive No. 2020-29

- 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 2 OR 3**:
 - You **MUST** follow the rules **mandated by the Health Officer Isolation/Quarantine Directive No 2020-03/02**. Follow the rules summarized at: www.sfcddcp.org/isolationandquarantine. 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** at www.sfcddcp.org/travel.
- If you answered **“YES” to Questions 1 OR 3** and have not been tested, GET TESTED!
 - If you have insurance, contact your healthcare provider to get tested for COVID-19.
 - If you do not have insurance, you can sign up for free testing at CityTestSF <https://sf.gov/get-tested-covid-19-citytestsf>.
 - Follow the instructions in www.sfcddcp.org/isolationandquarantine 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 3), you can stop quarantining 10 days after your last “Close Contact” with that person. A limited number of people must quarantine for 14 days; see more at www.sfcddcp.org/quarantineduration.
- If you answered Yes to Question 1 in Part 1, you might be able to end isolation once you have a negative test. See www.sfcddcp.org/isolationandquarantine for more information.

COVID-19 vaccine is here

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

Checklist

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

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

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

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

General

- Familiarized with and completed all requirements set forth in Health Officer Directive No. 2020-29, available at: <http://www.sfdph.org/directives>.
- Evaluated DPH guidance on ventilation and made all feasible upgrades or modifications.
- Completed evaluation of electrical safety and implemented all required precautions.
- Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.
- Developed a plan to ensure Personnel and Guests comply with social distancing requirements.
- Provided hand sanitizer (using touchless dispensers when possible) at key Guest and Personnel entrances, contact areas, elevator and escalator landings, and stairway entrances.
- Required customers to wear a Face Covering or alternative Face Covering at all times. Personnel are required to wear Face Coverings as provided in the Face Covering Order.
- Ensured daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Implemented all sanitization requirements as described in Directive 2020-29, including developing a plan and schedule for disinfecting all high touch areas and surfaces, and evaluating whether modification to operating hours are necessary to ensure regular and thorough sanitization.
- Closed lobbies and other common areas to members of the public who are not Personnel, Guests or customers of businesses who need access to the common area.
- Directed employees to not open the doors of cars or taxis.
- Required valet service drivers to wear face coverings, gloves and follow social distancing guidelines. Directed Personnel to place key fobs into plastic bags, and wipe down steering wheel, ignition button, door handles, and shifters with an approved disinfecting wipe after exiting car.

Checklist

- Determined the capacity for lobbies and common areas based on the lower of: (1) those set by the building code, or (2) the number of people able to fit in the space with required physical distancing (approximately 113 square feet per person).
- Modified policies for using elevators, escalators and stairs serving as access to, from and within the Lodging Facility.
- Indoor pools closed, unless open for drowning prevention classes only.
- Closed 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).

Checklist

- 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.

Signage

- Posted all required signage, including:
 - 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) unvaccinated older adults and unvaccinated individuals with health risks should avoid indoor settings with crowds.
- Informing employees how to report violations of COVID-19 health orders.

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.

Checklist

- 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.
- 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.

Checklist

- 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.
- Cleaned room using enhanced disinfection protocol in accordance with CDC guidelines.

Training

- Instructed Personnel to not enter the Guest room or short-term rental unless the Guest is not present in the room.
- Advised Personnel to minimize contact with Guests' personal belongings when cleaning.
- Advised Personnel to not enter the room when Guests are present (e.g. baggage deliveries are to be placed at door, and brought into the room by the Guest).
- Instructed housekeeping staff to turn available ventilation systems on, prop open doors and windows, and then wait 15 minutes before re-entering the room to begin cleaning.
- Provided housekeeping staff training on the requirements of this Directive, including instruction to treat every room as potentially housing someone who is COVID-19 positive because of asymptomatic and pre-symptomatic transmission, and the benefits of ventilation.
- Provided fit-testing for Personnel who require N95 masks (e.g. housekeeping staff).
- Instructed housekeepers to place all towels and linens in the plastic bags and seal the bags.
- Provided housekeeping staff with training on enhanced disinfection protocol in accordance with CDC guidelines.

Additional Requirements for Short Term Rentals

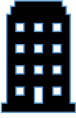
- Have procedures to comply with cleaning requirements, including providing enhanced personal protective equipment to housekeeping staff.
- Confirmed that short-term rental is not a shared rental (e.g. room in an occupied space).
- Have procedures to comply with enhanced cleaning requirements, including to:
 - Take proper steps to thoroughly clean and disinfect the rental unit after each Guest stay. This includes wiping down and cleaning and disinfecting all high-touch areas, including, without limitation, bed rails, tables, TV remotes, headboards, countertops, kitchen appliances, refrigerator handles, stove knobs, mirrors, and other items.
 - Remove all leftover recycling, garbage, and trash from the rental unit. Line all the garbage cans, which will make it easier to dispose of tissues and other

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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 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"/> |

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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. 2020-29f (Exhibit B)
Health and Safety Plan (issued 3/2/2021)

**STAIRWAYS, STAIRWELLS & ESCALATORS, ALL SURFACES ON STAIRWAYS,
STAIRWELLS & ESCALATORS**

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Walls | <input type="checkbox"/> Handrails |
| <input type="checkbox"/> Buttons | <input type="checkbox"/> |

ELEVATORS, ALL SURFACES, INTERNAL AND EXTERNAL

- | | |
|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Controls | <input type="checkbox"/> Floors |
| <input type="checkbox"/> Buttons | <input type="checkbox"/> Handrails |
| <input type="checkbox"/> Walls | <input type="checkbox"/> |



ORDER OF THE HEALTH OFFICER No. C19-07t

**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: March 2, 2021

This Order generally allows reopenings of businesses and activities consistent with the State's assignment of the County to the red tier (tier 2), based on substantial transmission of the virus, subject to certain further San Francisco safety restrictions based on local health conditions.

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

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



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

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

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

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

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



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San Francisco along with the rest of the Bay Area appears to have bent the curve and be on the other side of the surge in cases and hospitalizations that began last Fall, as San Francisco has done twice before. On January 26, 2021 the State removed the Bay Area from the State’s Regional Stay At Home Order, and San Francisco reverted to the purple tier (tier 1, widespread virus transmission) under the California Blueprint for a Safer Economy. On March 2, 2021, the State reassigned San Francisco to the red tier (tier 2, substantial virus transmission).

Consistent with the State’s Framework for a Safer Economy and that recent tier reassignment, San Francisco is allowing certain additional businesses and other activities to reopen starting March 3, 2021, with some additional required safety requirements under this amended Stay-Safer-At-Home Order and companion health directives. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress. Even though COVID-19 case rates have come down, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that these variants are more likely to cause serious illness and death.

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

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

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

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



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General Requirements. The Order:

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

Requirements for All Businesses. The Order:

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



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- Requires businesses that operate indoors and allow face coverings to be removed to implement at least one of the ventilation measures under the Department of Public Health’s guidelines;
Requires all businesses that operate indoors and serve members of the public indoors to implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded; and
Requires businesses to cancel reservations or appointments without a financial penalty when a customer has a COVID-19 related reason.

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

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

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

1. Purpose and Findings.

a. Purpose. As of the effective date and time set forth in Section 13, below, this Order supersedes the January 27, 2021 Order of the Health Officer, No. C19-07s, as updated on February 8, 2021 (the “Prior Order”), and all individuals, Businesses (as defined in Section 8.e below), and applicable government agencies in the County are required to follow the provisions of this Order. This Order continues to temporarily prohibit certain Businesses and activities from resuming and limits gatherings with individuals from other Households (as defined in Section 3.b below) until it is safer to do so. But it allows certain other Businesses, activities, travel and governmental functions to occur subject to specified health and safety restrictions, limitations, and conditions to limit the transmission of Novel Coronavirus Disease 2019 (“COVID-19”). COVID-19 continues to pose a severe risk to residents of our County, and significant safety measures are necessary to protect against a surge in COVID-19 cases, serious illnesses and deaths. Accordingly, this Order requires risk reduction measures to be in place across Business sectors and activities that are allowed to occur, ensuring necessary precautions are followed as we adapt the way we live and function in light of the ongoing threat that the virus now poses and is very likely to continue to pose for some time to come. The Health Officer will continue to monitor data regarding COVID-19 and the evolving scientific understanding of the risks COVID-19 poses and may amend or rescind this Order based on analysis of that data and knowledge.



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



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Because even people without symptoms can transmit the infection, and because evidence shows the infection is easily spread, gatherings of people and other direct or indirect interpersonal interactions, particularly those that occur indoors, can result in preventable transmission of the virus.

- f. Local Health Conditions Relating to COVID-19. The efforts taken beginning in March 2020 under the prior shelter-in-place orders of the Health Officer, along with those of health officers of five neighboring counties, slowed the virus's trajectory. While the public health emergency and threat to the County's population remain severe, the region has significantly increased its capacity to detect cases, contain spread, and treat infected patients through widespread testing; greatly expanded its case investigation and contact tracing program and workforce; and expanded hospital resources and capacity. At the same time, across the region and the rest of the State, there had been a significant reopening of Businesses and activities, accompanied by an increase in cases and hospitalizations, which increases carry risks to County residents and resources. As we continue to evolve our strategies for protecting residents of the County from COVID-19, we must consider both the trajectory of the virus in the County and across the region, and the increased health risks associated with the opening of many Businesses and activities under the Prior Order. To protect the community from COVID-19, we must ensure that when people engage in activities they are doing so as safely as possible.
 - g. Cases, Hospitalizations and Deaths. As of February 27, 2021, there were 34,114 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 422 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 COVID-19 Indicators; (2) developments in epidemiological and diagnostic methods for tracing, diagnosing, treating, or testing for COVID-19; and (3) scientific understanding of the transmission dynamics and clinical impact of COVID-19.

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



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appropriate. Also, the total number of hospitalized COVID-19 patients, and whether this total number is significantly increasing, flat, or decreasing, will play a role in gating decisions. Modeling estimates of peak hospitalizations will also be considered.

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

In addition to evaluating the COVID-19 Indicators in making gating decisions, the Health Officer will also consider the estimate of the effective reproductive number (R_e), and whether there is evidence it is increasing, stable, or decreasing. The effective reproductive number (R_e) 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 $R_e > 1$, the epidemic curve increases. When $R_e < 1$, the epidemic curve decreases. When $R_e \sim 1$, the epidemic curve is flat.

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

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

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



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gather at a site, or the more sites involved in the business, possible interactions increase exponentially (number of contacts). The more often people interact, the higher the risk of virus transmission (frequency of contacts). The longer the duration of contacts, the higher the risk of virus transmission (duration of contacts). The closer the proximity of people, the higher the risk of virus transmission (distance of contacts); and

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

3. General Requirements for Individuals.

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

- Work for or access Businesses that are allowed to be open under this Order (Essential Businesses, Outdoor Businesses, and Additional Businesses, as those terms are defined in Sections 8.a, 8.b and 8.c);
- Work for, volunteer at, or access services at Healthcare Operations, as that term is defined in Section 8.g;
- Engage in activities that are allowed under this Order (Essential Activities, Outdoor Activities, and Additional Activities, as those terms are defined in Sections 8.h, 8.i and 8.j); and
- Engage in Essential Travel, as that term is defined in Section 8.k; or
- 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. Households do not refer to individuals who live together in an institutional group living situation such as in a dormitory, fraternity, sorority, monastery, convent, or residential care facility.



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- c. Individuals Experiencing Homelessness. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter. Government agencies and other entities operating shelters and other facilities that house or provide meals or other necessities of life for individuals experiencing homelessness are strongly urged to, as soon as possible, make such shelter available, and must take appropriate steps to help ensure compliance with Social Distancing Requirements, including adequate provision of hand sanitizer. Also, individuals experiencing homelessness who are unsheltered and living in encampments should, to the maximum extent feasible, abide by 12 foot by 12 foot distancing for the placement of tents, and government agencies should provide restroom and hand washing facilities for individuals in such encampments as set forth in Centers for Disease Control and Prevention Interim Guidance Responding to Coronavirus 2019 (COVID-19) Among People Experiencing Unsheltered Homelessness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/unsheltered-homelessness.html>).
- d. Older Adults and Individuals of Any Age with Certain Medical Conditions. Older adults and individuals with certain medical conditions—including cancer, chronic kidney disease, chronic obstructive pulmonary disease, immunocompromised state from solid organ transplant, obesity, serious heart conditions (such as heart failure, coronary artery disease, or cardiomyopathies), sickle cell disease, smoking, and Type 2 diabetes—are strongly urged to stay in their Residence except to access critical necessities such as food, and to seek or provide medical care or Essential Governmental Functions. Individuals with other medical conditions might be at increased risk for severe illness from COVID-19 and are encouraged to minimize activities and interactions with people outside their Household to the extent practicable, except as necessary to seek or provide medical care or Essential Governmental Functions. The most up-to-date information about who is at increased risk of severe illness and people who need to take extra precautions can be found at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-increased-risk.html>.
- e. Mandatory Risk Reduction Measures For Individuals Outside their Place of Residence. When people leave their place of Residence, they must (1) strictly comply with the Social Distancing Requirements as defined in Section 8.0, including maintaining at least six feet of social distance from other people not in the same Household, except as expressly provided in this subsection below or elsewhere in this Order, and (2) wear Face Coverings as defined and provided in, and subject to the limited exceptions in, Health Officer Order No. C19-12d issued December 22, 2020 (the “Face Covering Order”), including any future amendments to that order. The requirement to strictly comply with Social Distancing Requirements is subject to a limited exception as necessary to provide care (including childcare, adult or senior care, care to individuals with special needs, and patient care); as necessary to carry out the work of Essential Businesses, Essential Governmental Functions, or provide for Minimum Basic Operations; or as otherwise expressly provided in this Order. For



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clarity, individuals who do not currently reside in the County must comply with all applicable requirements of this Order when in the County.

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

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



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



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if they have symptoms associated with COVID-19 that are new or not explained by another condition (see <http://www.sfchcp.org//covid19symptoms>) or if they have been diagnosed with COVID-19 (by a test or a clinician) even if they have no symptoms. Personnel are prohibited from coming to work if they are sick and may only return to work as outlined in the Social Distancing Protocol. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition (and who have not already been diagnosed with COVID-19) must have a negative COVID-19 test OR stay out of work for at least 10 days since symptoms started in order to return to work. Those who have been diagnosed with COVID-19 or had a test confirming they have the virus cannot return to work until at least 10 days after their symptoms have started; if they never had symptoms but had a positive COVID-19 test they can return 10 days after the date their test was collected. Those who are close contacts of someone with COVID-19 must generally remain out of work for 10 days since their last close contact, and the exact duration depends on their occupation (details can be found at www.sfchcp.org/quarantineduration). See the Personnel Screening Attachment (A-1) of the Social Distancing Protocol for more details (also posted at www.sfchcp.org/screening-handout). Anyone who has received the COVID-19 vaccine should read more about whether they need to quarantine after being a close contact at:

www.sfchcp.org/quarantineaftervaccination. Each Business that is required to comply with the Social Distancing Protocol is prohibited from taking any adverse action against any Personnel for staying home in the circumstances listed in the Social Distancing Protocol.

- g. Signage For Indoor Activities. Although this Order allows certain indoor activities to resume, those activities are allowed subject to more stringent safety measures and, as a general matter, remain inherently riskier than activities that are done outdoors. All businesses that are allowed to be open indoors for the public must conspicuously post signage, including at all primary public entrances, reminding people to adhere to physical distancing, hygiene, and Face Covering requirements and to stay home when they feel ill. They must also post a stand-alone sign bearing the message that: (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors, and (2) unvaccinated older adults, unvaccinated individuals with health risk, and members of their Household are urged to avoid indoor settings with crowds at this time. The County is making templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. The templates may be updated from time to time, and businesses are strongly urged to keep informed of those changes and update their signage accordingly.
- h. Signage For Employees To Report Unsafe Conditions Related To COVID-19. All businesses are required to post signs in employee break rooms or areas informing employees that they can report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage should also state that the employee's identity will not be disclosed to the employer. Sample



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signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

i. Ventilation Requirements.

- i. All businesses that are allowed to be open indoors must review the San Francisco Department of Public Health's Guidance on "Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic," available online at <https://www.sfdcp.org/COVID-Ventilation> ("Ventilation Guidance"). Those businesses must: (1) implement as many improvements in the Ventilation Guidance document as feasible, and (2) keep a hand-annotated copy of the Ventilation Guidance showing which improvements were considered and implemented. Ventilation guidance from recognized authorities such as the CDC, ASHRAE, or the state of California can be used as an alternate to the DPH Ventilation Guidance with an annotated version of the alternate guidance kept on hand.
- ii. All businesses—including essential businesses—that operate indoors and serve members of the public indoors, except hospitals and medical offices that meet Title 24 requirements for ventilation for healthcare facilities, must conspicuously post signage, including at all primary public entrances, indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above.

In addition, all businesses—including hospitals and medical offices that meet Title 24 requirements for ventilation for healthcare facilities—must conspicuously post this same ventilation signage in any and all breakrooms in their facilities.

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

- iii. The businesses and facilities listed in below in this subsection may only open or remain open to the public if they are using at least one of the following ventilation strategies: (1) all available windows and doors accessible to fresh outdoor air are kept open; (2) fully operational HVAC system; and (3) appropriately sized Portable Air Cleaners (as defined in the Ventilation Guidance) in each room.
 - Dining establishments that offer indoor dining (including food courts in Indoor Shopping Centers),



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- Indoor personal service providers that will be providing services requiring the removal of clients' Face Coverings,
- Indoor filming venues where people will be removing their Face Coverings for allowed production-related purposes,
- Houses of worship that allow Face Coverings to be removed briefly for religious rituals or ceremonies in compliance with section 4.7 of Health Officer Directive 2020-34, including as it may be amended in the future, and
- Institutions of Higher Education that allow Face Coverings to be removed indoors as necessary for specialized instruction in an indoor class in compliance with section 2.10 of Health Officer Directive 2020-22, including as it may be amended in the future.

If option 1 is used, doors and windows that are required to be kept closed for fire/life safety purposes are exempt. For example, fire doors must remain closed. Make sure open windows do not create falling hazards especially for children. Also, if doors and windows must be closed due to weather or air conditions, the facility must close to the public until the doors and windows can be opened or another ventilation strategy is implemented.

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

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

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

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

- l. Metering Requirements. All businesses that that operate indoors and serve members of the public indoors subject to a capacity limitation must develop and implement written procedures to "meter" or track the number of persons entering and exiting the



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facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.

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

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

1) TK-12 Grade. Schools serving grades TK-12 may open for indoor in-person instruction if they:

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

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

2) Specialized Targeted Support Services. TK-12 schools may operate to provide in-person specialized and targeted support services to vulnerable children and youth. Schools providing specialized targeted support services do not need to obtain a waiver or advance written approval of the Health Officer, but must comply with the Health Officer Directive No. 2020-26, including as it may be amended in the future. Additional information about what qualifies as specialized targeted support services and which students may be served in these specialized programs is available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.

3) Requirements for All TK-12 Schools. All TK-12 schools must follow any applicable directives issued by the County Health Officer, including Health Officer Directive No. 2020-33 (www.sfdph.org/directives), including as it may be amended in the future, and any applicable “COVID-19 Industry



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Guidance” issued by the California Department of Public Health, available at <https://covid19.ca.gov/industry-guidance/>.

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

- b. Home-Based Care for Children. Home-based care for children is permitted under Section 8.a.xxi, below.
 - c. Childcare Programs for Young Children. Group care facilities for children who are not yet in elementary school—including, for example, licensed childcare centers, daycares, family daycares, and preschools (including cooperative preschools)—may operate subject to, and to the extent permitted by, the health and safety requirements set forth in Section 3.b.1 of Appendix C-1 and Health Officer Directive No. 2020-14, including 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, including 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 Health Officer Directive No. 2020-22, including as it may be amended in the future.
 - f. Additional Information. Additional information about the operational requirements and restrictions relating to COVID-19 for schools, childcare, and youth programs is available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>.
6. Public Transit.
- a. Transit agencies, people riding or waiting to ride on public transit, and people at or near a public transit stop or station must comply with Social Distancing Requirements, as defined in Section 8.o, except as provided in subsection (b) below. Personnel and passengers must wear Face Coverings as required by the Face Covering Order. Further, under federal rules there are additional restrictions on required face coverings while people are riding public transit or in public



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transportation facilities (e.g., buses, streetcars, ferries, bus stations, ferry terminals, and airports); properly fitting face coverings covering the nose and mouth are required, and bandanas, scarves and loosely woven masks are not allowed in these settings. See CDC order for face masks on public transportation conveyances and at transportation hubs, available at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html>. 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/>.

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

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

Businesses and governmental entities must require that all Personnel immediately alert the Business or governmental entity if they test positive for COVID-19 and were present in the workplace within the 48 hours before onset of symptoms or, if asymptomatic, within 48 hours of the date on which they were tested. Businesses and governmental entities can learn more about what to do after a positive COVID-19 case among Personnel at www.sfdcp.org/covid19-positive-workplace. If a Business or governmental entity has three or more Personnel who test positive for COVID-19 within a two-week period, then the Business or governmental entity is required to call the San Francisco Department of Public Health at 628-217-6100 immediately to report the cluster of cases. Businesses and governmental entities must also comply with all case investigation and contact tracing measures by the County, including providing any information requested. This section does not apply to construction projects that are covered by the reporting requirements included in Appendix B.

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:



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- 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 Order and only pursuant to the Construction Safety Protocols listed in Appendix B and incorporated into this Order by this reference. City public works projects are not subject to Appendix B, but rather must comply with Health Officer Directive No. 2020-04, including as it may be amended in the future, regarding the Construction Safety Protocols for City Public Works Projects;
- vi. Newspapers, television, radio, and other media services;
- vii. Gas stations and auto-supply, auto-repair (including, but not limited to, for cars, trucks, motorcycles and motorized scooters), and automotive dealerships, but only for the purpose of providing auto-supply and auto-repair services. This subsection (vii) does not restrict the on-line purchase of automobiles if they are delivered to a Residence or Essential Business;
- viii. Bicycle repair and supply shops;
- ix. Banks and related financial institutions;
- x. Service providers that enable real estate transactions (including rentals, leases, and home sales), including, but not limited to, real estate agents, escrow agents, notaries, and title companies, provided that appointments and other residential real estate viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same Household and one individual showing the unit (except that in person visits are not allowed when the occupant is present in the Residence);
- xi. Hardware stores;
- xii. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the habitability, sanitation, or operation of Residences and Essential Businesses;



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- 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 (a) indoor funerals for the number of individuals then allowed to gather for indoor religious services and cultural ceremonies under Section (9)b.3 of Appendix C-2, and (b) outdoor funerals subject to the capacity limits for outdoor religious gatherings under Section (9)b.2 of Appendix C-2, but indoor and outdoor funerals cannot be held concurrently for the funeral for the same individual at the same location;
- xviii. Businesses that supply other Essential Businesses and Outdoor Businesses with the support or supplies necessary to operate, but only to the extent that they support or supply these Businesses. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
- xix. Businesses that have the primary function of shipping or delivering groceries, food, or other goods directly to Residences or Businesses. This exemption shall not be used to allow for manufacturing or assembly of non-essential products or for other functions besides those necessary to the delivery operation;
- xx. Airlines, taxis, rental car companies, rideshare services (including shared bicycles and scooters), and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
- xxi. Home-based care for seniors, adults, children, and pets;
- xxii. Residential facilities and shelters for seniors, adults, and children;
- xxiii. Professional services, such as legal, notary, or accounting services, when necessary to assist in compliance with non-elective, legally required activities or in relation to death or incapacity;



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- 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.

b. *Outdoor Businesses*. “Outdoor Businesses” means:

- i. The following Businesses that normally operated primarily outdoors before March 16, 2020, and where there is the ability to fully maintain social distancing of at least six feet between all persons:
 - 1. Businesses primarily operated outdoors, such as wholesale and retail plant nurseries, agricultural operations, and garden centers; and
 - 2. Service providers that primarily provide outdoor services, such as landscaping and gardening services, and environmental site remediation services.

For clarity, “Outdoor Businesses” do not include outdoor restaurants, cafes, or bars. Except as otherwise provided in Appendix C-1, they also do not include Businesses that promote large, coordinated, and prolonged gatherings, such as outdoor concert venues and amusement parks.

Outdoor Businesses may conduct their operations in a tent, canopy, or other shelter as provided in Section 4.c above.

- c. *Additional Businesses*. “Additional Business” means any Business identified as an Additional Business in Appendix C-1, which will be updated as warranted based on the Health Officer’s ongoing evaluation of the COVID-19 Indicators and other data. In addition to the other requirements in this Order, operation of those Additional Businesses is subject to any conditions and health and safety requirements set forth in Appendix C-1 and in any industry-specific guidance issued by the Health Officer.
- d. *Minimum Basic Operations*. “Minimum Basic Operations” means the following activities for Businesses, provided that owners, Personnel, and contractors comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
 - i. The minimum necessary activities to maintain and protect the value of the Business’s inventory and facilities; ensure security, safety, and sanitation;



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process payroll and employee benefits; provide for the delivery of existing inventory directly to Residences or Businesses; and related functions. For clarity, this section does not permit Businesses to provide curbside pickup to customers; and

- ii. The minimum necessary activities to facilitate owners, Personnel, and contractors of the Business being able to continue to work remotely from their Residences, and to ensure that the Business can deliver its service remotely.
- e. *Business.* A “Business” includes any for-profit, non-profit, or educational entity, whether a corporate entity, organization, partnership or sole proprietorship, and regardless of the nature of the service, the function it performs, or its corporate or 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



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v. Move Residences.

i. *Outdoor Activities*. “Outdoor Activities” means:

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

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

j. *Additional Activities*. “Additional Activities” means:

- i. To engage in outdoor recreation activities or other activities set forth in Appendix C-2, subject to any conditions and health and safety requirements set forth there.

Allowed Travel.

k. *Essential Travel*. “Essential Travel” means travel for any of the following purposes:

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



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- vi. Travel required for non-residents to return to their place of Residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional before commencing such travel;
- vii. Travel to manage after-death arrangements and burial;
- viii. Travel to arrange for shelter or avoid homelessness;
- ix. Travel to avoid domestic violence or child abuse;
- x. Travel for parental custody arrangements; and
- xi. Travel to a place to temporarily reside in a Residence or facility to avoid potentially exposing others to COVID-19, such as a hotel or other facility provided by a governmental authority for such purposes.

Governmental Functions.

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

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



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

Residences and Households.

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

Social Distancing.

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

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

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

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



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Newsom and May 7, 2020 Order of the State Public Health Officer permit certain Businesses to reopen if a local health officer believes the conditions in that jurisdictions warrant it, but expressly acknowledge the authority of local health officers to establish and implement public health measures within their respective jurisdictions that are more restrictive than those implemented by the State Public Health Officer. Also on November 16, 2020, the State Department of Public Health issued updated guidance for the use of Face Coverings, requiring all people in the State to wear Face Coverings when outside the home, subject to limited exceptions.

- c. Federal Executive Orders. This Order is also issued in light of federal orders, including the January 20, 2021 Executive Order on Protecting the Federal Workforce and Requiring Mask-Wearing, which requires all individuals in Federal buildings and on Federal land to wear Face Coverings, maintain physical distance, and adhere to other public health measures.

10. Obligation to Follow Stricter Requirements of Orders.

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

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

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



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12. Enforcement.

Under Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and the Chief of Police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order (including, without limitation, any Health Directives) constitutes an imminent threat and immediate menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both. The San Francisco Department of Public Health is authorized to respond to such public nuisances by issuing Notice(s) of Violation and ordering premises vacated and closed until the owner, tenant, or manager submits a written plan to eliminate all violations and the San Francisco Department of Public Health (“SFDPH”) finds that plan satisfactory. As a condition of allowing a business to reopen, DPH may impose additional restrictions and requirements on the business as DPH deems appropriate to reduce transmission risks, beyond those required by this Order and other applicable Health Orders and Directives.

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

13. Effective Date.

This Order becomes effective at 8:00 a.m. on March 3, 2021, and will continue, as updated, to be in effect until it is rescinded, superseded, or amended in writing by the Health Officer.

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

Effective as of the effective date and time in Section 13 above, this Order revises and replaces Order Number C19-07s, issued January 27, 2021, and updated February 8, 2021. This Order also extends Order Nos. C19-04 (imposing cleaning standards for residential hotels) and C19-11 (placing Laguna Honda Hospital and Rehabilitation Center under protective quarantine) without any further need to amend those orders, with those listed orders otherwise remaining in effect until the specific listed order or this Order is extended, rescinded, superseded, or amended in writing by the Health Officer. This



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

IT IS SO ORDERED:

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

Dated: March 2, 2021

Attachments:

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

Health Officer Order No. C19-07t Appendix A: Social Distancing Protocol (revised 3/2/2021)

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

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

Business name:

Contact name:

Facility Address:

Email / telephone:

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

SIGNAGE & EDUCATION

- Post signage at each public entrance of the facility requiring of everyone:
(1) do not enter if experiencing COVID-19 symptoms. List the symptoms in the San Francisco COVID-19 Health Screening Form for non-personnel ([Attachment A-2](#)); (2) maintain a minimum six-foot distance from others in line and in the facility; (3) wear a face covering; and (4) for self-brought bags, keep bags in a cart/basket or carry them and self-place items in bags after checkout
- Post a copy of this two-page Social Distancing Protocol checklist at each public entrance
- Post signage showing maximum number of patrons who can be in line and in the facility
- Post required signage in all break rooms and similar indoor spaces used by Personnel stating:
 - (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors.
 - (2) Seniors and those with health risks should avoid indoor settings with crowds.
 - (3) Personnel must remain at least six feet away from others outside their Household at all times.
 - (4) A copy of the "Take a Break Safely" Poster (available online at sf.gov/file/covid-break-room).
 - (5) Signage indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above. (www.sfcddcp.org/ventilation)
- Educate Personnel about this Protocol and other COVID-19 related safety requirements

PROTECTIVE MEASURES

- Follow Sections 2.1 through 2.4 below, including:
 - Ensure Personnel stay home or leave work if they answer yes to any of the three questions on the Personnel Screening Attachment ([Attachment A-1](#)). See www.sfcddcp.org/screen for this form.
 - Provide Personnel a copy of the Personnel Screening Attachment (A-1) to ensure they understand when to stay home and for how long. That form discusses rules for staying out of work due to concerns of COVID-19 exposure. Translated versions of the Personnel Screening Attachment (A-1) are available online at www.sfcddcp.org/screen.
 - Ensure Personnel review health questions on the Personnel Screening Attachment (A-1) before each shift and advise Personnel what to do if they are required to stay home.
- Require Personnel and patrons to wear a face covering as required by Health Officer orders
- Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and patrons onsite and favoring allowing Personnel to carry out their duties from home when possible
- Require that patrons cancel or reschedule appointments or reservations for non-essential services if they have COVID-19 symptoms or exposure, as described in San Francisco COVID-19 Screening Form (Attachment A-2). Ensure that patrons can cancel an appointment or reservation for COVID-19 symptoms or exposure without financial penalty. You may offer to reschedule for another time if the patron wants to reschedule instead of to cancel.

MEASURES TO PREVENT UNNECESSARY CONTACT

- Tell Personnel and patrons to maintain physical distancing of at least six feet, except Personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary
- Separate all used desks or individual work stations by at least six feet
- Place markings in patron line areas to ensure six feet physical distancing (inside and outside)
- Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. The Board of Supervisors has required businesses to accept cash—if cash is used encourage exact change.
- Maintain Plexiglas or other barriers between patrons and Personnel at point of payment (if not possible, then ensure at least six feet of distance)
- Limit the number of patrons in the business at any one time to: _____
- Separate ordering areas from delivery areas or similarly help distance patrons when possible
- Add signage and educate Personnel about safer break room practices, including as required in Section 3.27
- Optional—Describe other measures:

SANITIZING MEASURES

- Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (countertops, payment systems, pens, and styluses)
- Provide disinfecting wipes that are effective against SARS-CoV-2 near shopping carts, shopping baskets, and high-touch surfaces and provide hand sanitizer
- Have Personnel disinfect carts and baskets after each use
- Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to patrons and Personnel at or near the entrance of the facility, at checkout counters, and anywhere else people have direct interactions
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
 - Break rooms:
 - Bathrooms:
 - Other:
- Prevent people from self-serving any items that are food-related except as allowed by this protocol or except as allowed by a separate Health Officer Directive (for example, Nos. 2020-07 and 2020-17, as updated):
 - Provide lids and utensils for food items by Personnel, not for patrons to grab
- 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 hours for unvaccinated older adults or high-risk people):

INDUSTRY-SPECIFIC DIRECTIVES

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

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

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

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

Requirements:

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

1. Signage and Education

- 1.1.** [Minor edits to this section 11/3/20] Post signage at each public entrance of the facility or location (if any) to inform all patrons that they must: not wait in line or enter the facility or location if they have a symptom of COVID-19 that is new or not explained by another condition, listing the symptoms from the Screening Form for non-personnel (Attachment A-2, available online at www.sfcddcp.org/screen) or using the symptom list available online at www.sfcddcp.org/covid19symptoms; maintain a minimum six-foot distance from others while in line or in the facility or location; wear a face covering or barrier mask (a "Face Covering") at all times; not shake hands or engage in any unnecessary physical contact; and, if they bring their own reusable bags, leave the bags in a shopping cart/basket or carry them and bag their own items after checkout. Criteria for Face Coverings and the requirements related to their use are set forth in Health Officer Order No. C19-12d, issued on December 22, 2020 (the "Face Covering Order"), including as that order is updated in the future. Sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. A list of common symptoms of COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- 1.2.** Post a copy of the Social Distancing Protocol checklist at each public entrance to the facility or location.
- 1.3.** Distribute to all Personnel copies of the Social Distancing Protocol checklist in hardcopy or electronic format.
- 1.4.** Educate all Personnel on the requirements of the Social Distancing Protocol and any other Health Officer directive that applies.

2. Screening Requirements and Related Restrictions

[Entire section revised 9/14/20; minor edits made 11/3/20] Businesses and other entities in the City that are allowed to operate must screen all Personnel each day using the screening process described in Sections 2.1 through 2.4 below. Attached to this Appendix is the Personnel Screening Attachment (**Attachment A-1**) which provides the three questions that must be used for that purpose. That form may be used, or the business may adapt the questions and the information contained in that form for use through another method such as by phone, text message, email, web interface, or app.

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

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

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

Personnel Screening and Restrictions:

- 2.1.** [Updated 1/20/21] Instruct all Personnel orally and in writing not to come to work or the facility if they answer yes to any of the three questions on the Personnel Screening Attachment (**Attachment A-1**). See www.sfgdcp.org/screen for this form including translations.
- 2.2.** Provide a copy of the Personnel Screening Attachment (A-1) to all Personnel who regularly work at the facility or location in hardcopy format or electronically. PDF and translated versions of the Personnel Screening Attachment can be found at www.sfgdcp.org/screen. If the Personnel Screening Attachment is updated, provide an updated copy to all Personnel. Instead of sending out the attachment, Businesses may (i) adopt the questions and information contained on the Personnel Screening Attachment, (ii) ask Personnel those questions, and (iii) deliver to Personnel the information contained in that form through another format.
- 2.3.** [Updated 3/2/21] Review the three questions on the Personnel Screening Attachment on a daily basis with all Personnel in the City who work at the facility or location before each person enters work spaces or begins a shift. If such a review is not feasible because the business does not directly interact with some Personnel onsite daily, then that business must for those Personnel (1) instruct such Personnel to review the questions before each shift in the City and (2) have such Personnel report to the

business that they are okay to begin the shift such as through an app, website, or phone call.

Instruct any Personnel who answered yes to any of the three questions on the Personnel Screening Attachment to return home or not come to work and follow the directions on the Attachment. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition (and who has not already been diagnosed with COVID-19) MUST have a negative COVID-19 test OR stay out of work for at least 10 days since symptoms started in order to return to work. Those who have been diagnosed with COVID-19 or had a test confirming they have the virus cannot return to work until at least 10 days after their symptoms have started; if they never had symptoms but had a positive COVID-19 test they can return 10 days after the date their test was collected. Those who are close contacts of someone with COVID-19 must generally remain out of work for 10-14 days since their last close contact, and the exact duration depends on their occupation (details can be found at www.sfdcp.org/quarantineduration). Anyone who has received the COVID-19 vaccine should read more about whether they need to quarantine after being a close contact at: www.sfdcp.org/quarantineaftervaccination.

- 2.4.** Instruct Personnel who stayed home or who went home based on the questions listed on the Personnel Screening Attachment that they must follow the instructions on that form as well as any applicable requirements from the quarantine and isolation directives (available at www.sfdph.org/healthorders) before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to work if they meet the criteria explained on the Personnel Screening Attachment: www.sfdcp.org/screening-handout. Personnel are not required to provide a medical clearance letter to return to work as long as they have met the requirements outlined on the Personnel Screening Attachment. Additional information about isolation and quarantine, including translations, is available online at www.sfdcp.org/i&q.

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

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

3. Other Personnel and Patron Protection and Sanitation Requirements:

- 3.1.** Businesses must periodically check the following website for any testing requirements for employers and businesses: www.sfdcp.org/covid19. If requirements are added, ensure that the business and all Personnel comply with testing requirements.

- 3.2.** If an aspect of the business is allowed to operate and is covered by a Health Officer directive, then the business must comply with all applicable directives as well as this Social Distancing Protocol. Copies of other directives are available online at www.sfdph.org/directives. For each directive that applies, review the Health and Safety Plan (HSP) requirements and post an additional HSP checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive.
- 3.3.** Instruct all Personnel and patrons to maintain at least a six-foot distance from others, including when in line and when shopping or collecting goods on behalf of patrons, except when momentarily necessary to facilitate or accept payment and hand off items or deliver goods. Note that if the business cannot ensure maintenance of a six-foot distance within the location or facility between Personnel or other people onsite, such as by moving work stations or spreading Personnel out, it must reduce the number of Personnel permitted in the location or facility accordingly.
- 3.4.** Provide Face Coverings for all Personnel, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. A sample sign is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. Allow Personnel to bring their own Face Covering if they bring one that has been cleaned before the shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day. The Face Covering Order permits certain exceptions, and the business should be aware of exceptions that allow a person not to wear a Face Covering (for example, children 12 years old or younger or based on a written medical excuse). When Personnel do not wear a Face Covering because of an exception, take steps to otherwise increase safety for all.
- 3.5.** If patrons wait in line outside or inside any facility or location operated by the business, require patrons to wear a Face Covering while waiting in line outside or inside the facility or location. This includes taking steps to notify patrons they will not be served if they are in line without a Face Covering and refusing to serve a patron without a Face Covering, as further provided in the Face Covering Order. The business may provide a clean Face Covering to patrons while in line. For clarity, the transaction or service must be aborted if the patron is not wearing a Face Covering. But the business must permit a patron who is excused by the Face Covering Order from wearing a Face Covering to conduct their transaction or obtain service, including by taking steps that can otherwise increase safety for all.
- 3.6.** Provide a sink with soap, water, and paper towels for handwashing for all Personnel working onsite at the facility or location and for patrons if sinks and restrooms are open to patrons. Require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, smoking (to the extent smoking is allowed by law and the business), or using the restroom, when changing tasks, and, when possible, frequently during each shift. Personnel who work off-site, such as driving or delivering goods, must be required to use hand sanitizer throughout their shift.
- 3.7.** Provide hand sanitizer effective against SARS-CoV-2, the virus that causes COVID-19, at appropriate locations for patrons and elsewhere at the facility or location for Personnel. Sanitizer must also be provided to Personnel who shop, deliver, or drive for use when they are shopping, delivering, or driving. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for Personnel who

are on-site at the facility or location. But for Personnel who shop, deliver, or drive in relation to their work, the business must provide hand sanitizer effective against SARS-CoV-2 at all times; for any period during which the business does not provide sanitizer to such shopping, delivery, or driving Personnel, the business is not allowed for that aspect of its service to operate in the City. Information on hand sanitizer, including sanitizer effective against SARS-CoV-2 and how to obtain sanitizer, is available online from the Food and Drug Administration here: <https://www.fda.gov/drugs/information-drug-class/ga-consumers-hand-sanitizers-and-covid-19>.

- 3.8.** Provide disinfectant and related supplies to Personnel and require Personnel to sanitize all high-touch surfaces under their control, including but not limited to: shopping carts and baskets used by Personnel and patrons; countertops, food/item display cases, refrigerator and freezer case doors, drawers with tools or hardware, and check-out areas; cash registers, payment equipment, and self-check-out kiosks; door handles; tools and equipment used by Personnel during a shift; and any inventory-tracking or delivery-tracking equipment or devices which require handling throughout a work shift. These items should be routinely disinfected during the course of the day, including as required below. A list of products listed by the United States Environmental Protection Agency as meeting criteria for use against SARS-CoV-2 can be found online here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- 3.9.** Ensure that all shared devices and equipment are cleaned and/or sanitized by Personnel on frequent schedules, not less than at the beginning and end of each Personnel member's work shift and during the shift.
- 3.10.** Direct all Personnel to avoid touching unsanitized surfaces that may be frequently touched, such as door handles, tools, or credit cards, unless protective equipment such as gloves (provided by the business) are used and discarded after each use or hand sanitizer is used after each interaction.
- 3.11.** Frequently disinfect any break rooms, bathrooms, and other common areas. Create and use a daily checklist to document each time disinfection of these rooms or areas occurs. Conspicuously post the checklist inside each respective break room, bathroom, or other common area clearly detailing the dates and times the room was last cleaned, disinfected, or restocked.
- 3.12.** For any facility or location that has carts, baskets, or other equipment for use by Personnel, assign Personnel to disinfect carts, baskets, or other equipment after each use and take steps to prevent anyone from grabbing used carts, baskets, or other equipment before disinfection.
- 3.13.** Establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location by Personnel including, but not limited to, before closing for the day and opening in the morning.
- 3.14.** [Revised 8/14/20] Except as listed in this Section 3.14, suspend use of any microwaves, water coolers, drinking fountains, and other similar group equipment for breaks until further notice. Microwaves may be used if disinfected by wiping the interior and exterior with an approved disinfectant after each use. Water coolers may be used if: i) touch surfaces are wiped down with an approved disinfectant after each use; and ii) any person changing a container-type water cooler must wash their hands or use hand sanitizer immediately prior to handling/replacing the water container.

- 3.15.** When possible, provide a barrier between the patron and the cashier such as a plexi-glass temporary barrier. When not possible, create sufficient space to enable the patron to stand more than six feet away from the cashier while items are being scanned/tallied and bagged.
- 3.16.** Provide for contactless payment systems or, if not feasible, sanitize payment systems, including touch screens, payment portals, pens, and styluses, after each patron use. Patrons may pay with cash but to further limit person-to-person contact, Personnel should encourage patrons to use credit, debit, or gift cards for payment.
- 3.17.** For any larger facility or location, appoint a designated sanitation worker at all times to continuously clean and sanitize commonly touched surfaces and meet the environmental cleaning guidelines set by the Center for Disease Control and Prevention.
- 3.18.** If an employee or other Personnel tests positive for COVID-19 or SARS-CoV-2, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available at <https://sf.gov/business-guidance-if-staff-member-tests-positive-covid-19>.
- 3.19.** Post signs to advise patrons of the maximum line capacity to ensure that the maximum number of patrons in line is not exceeded. Once the maximum number of patrons is reached, patrons should be advised to return later to prevent buildup of congestion in the line.
- 3.20.** Place tape or other markings on the sidewalk or floor at least six feet apart in patron line areas with signs directing patrons to use the markings to maintain distance.
- 3.21.** When stocking shelves, if any, ensure that Personnel wash or sanitize hands before placing items on shelves, making sure to again wash or sanitize hands if they become contaminated by touching face or hair or being exposed to other soiled surfaces.
- 3.22.** Ensure that all Personnel who select items on behalf of patrons wear a Face Covering when selecting, packing, and/or delivering items.
- 3.23.** Require Personnel to wash hands frequently, including:
- When entering any kitchen or food preparation area
 - Before starting food preparation or handling
 - After touching their face, hair, or other areas of the body
 - After using the restroom
 - After coughing, sneezing, using a tissue, smoking, eating, or drinking
 - Before putting on gloves
 - After engaging in other activities that may contaminate the hands
- 3.24.** Assign Personnel to keep soap and paper towels stocked at sinks and handwashing stations at least every hour and to replenish other sanitizing products.
- 3.25.** [Added 7/13/20] If patrons bring their own reusable shopping bags, ensure that such bags, even in contexts other than grocery stores, are handled in a manner consistent with Cal/OSHA requirements available at

<https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Grocery-Stores.pdf>, including all of the following:

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

3.26.[Added 7/13/20; updated 11/3/20] If a patron has symptoms of COVID-19 (see Section 1.1 above) or is otherwise unable to participate in an appointment or reservation for a COVID-19 related reason, the business must cancel the appointment or reservation if it is not for essential services (such as food, medicine, shelter, or social services) and allow the patron to cancel without any financial penalty. The business may offer to reschedule the appointment or reservation but cannot require rescheduling instead of allowing the patron to cancel. In the healthcare context, more specific Health Officer directives may allow appointments when a patient or client is ill, and the requirements of the directive must be followed in that situation.

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

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

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

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

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

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

Note – Sections 3.14 and 3.26 control over any contrary language in Health Officer Directive No. 2020-06 until that directive is amended or updated.

Attachment A-1: Personnel Screening Form

Last updated: March 2, 2021

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

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



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

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

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

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

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period? (Please note: If you have received the COVID-19 vaccine, see www.sfcddcp.org/quarantineaftervaccination. If you meet the exceptions for quarantine explained there, for the purposes of this screening form, you may answer “No” to this question.)

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

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

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

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

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

Attachment A-2: Screening Form for Non-Personnel

Last updated: March 2, 2021

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

Screening Questions and Information for Non-Personnel:

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



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

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

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

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

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

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period? (Please note: If you have received the COVID-19 vaccine, see www.sfdcp.org/quarantineaftervaccination. If you meet the exceptions for quarantine explained there, for the purposes of this screening form, you may answer “No” to this question.)

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

Quick overview of what to do and the earliest you may enter a location, if you had:

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

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

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

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

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

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

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

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

Project name:

Project Address:

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

COVID-19 Site Supervisor(s):

Email / Phone:

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

Safety Compliance Officer (SCO):

Email / Phone:

Jobsite Safety Accountability Supervisor (JSAS):

Email / Phone:

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

SIGNAGE & EDUCATION

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

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

PROTECTIVE MEASURES

- Require Personnel and patrons to wear a face covering as required by Health Officer orders
- Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and patrons onsite to a number that ensures physical distancing
- Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this CPSP Protocol, the stricter, more health protective standard shall apply.
- Ensure Personnel stay home or leave work if they are sick or have any single symptom of COVID-19 that is new or not explained by another condition. See the Personnel Screening Attachment (A-1) at sfcdcp.org/screening-handout.
- Ensure Personnel review health criteria on the [Personnel Screening Attachment \(A-1\) before each shift](#) and advise Personnel what to do if they are required to stay home.
- Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and email.

MEASURES TO PREVENT UNNECESSARY CONTACT

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

- Limit the number of Personnel and Visitors on the site at any one time to: ____
- Prohibit gatherings of any size on the jobsite, especially during meal times as this is a high-risk time for exposure because people have to remove their mask to eat or drink

SANITIZING MEASURES

- Prohibit sharing of Personal Protective Equipment (PPE)
- Regularly disinfect high touch areas or shared equipment.
- Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to Personnel at or near the entrance of the site
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
 - Break rooms:
 - Bathrooms:
 - Other:
- Prohibit Personnel from using shared food prep equipment for their own use (e.g., microwaves, water coolers), but microwaves may be used if disinfected between each use and hand sanitizer is available nearby and water coolers may be used as outlined in Section 3.14 in the Social Distancing Protocol instructions.

CONSTRUCTION WORK IN AN OCCUPIED FACILITY:

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

CASE REPORTING:

- In the event of a positive COVID-19 case at the jobsite, contractors and subcontractors must follow all requirements on the Case Reporting and Close Contact pages that follow.



In the event of a confirmed case of COVID-19 at any jobsite:

- Four checklist items regarding COVID-19 response: removing infected individuals, decontamination, notification of SFDPH, and subcontractor notification.

Information to be reported to CD Control:

Form fields for reporting information: Address of jobsite, Name of project, General Contractor Name, Point of Contact Name, Title/Role, Phone, Email.

Case Information (attach additional sheets if more than one case)

Form fields for case information: First and last name, Date of birth, Phone, City of residence, Trade/Position, Date of symptom onset, Date tested positive, Date last worked.

If the case is an employee of a subcontractor, please provide:

Form fields for subcontractor information: Subcontractor, Subcontractor contact name, Subcontractor contact phone, Subcontractor contact email.

Appendix B: Construction Project Safety Protocol

**Close Contact List for Case Reporting
 (updated 3/2/2021)**

Close Contact Information (attach additional sheets if necessary)

For each reported case 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):

| | Close Contact Information | | | |
|------------------------------------|---------------------------|---------------------|-------------------|--------------|
| Positive Case First and Last Name: | # | First and Last Name | City of Residence | Phone Number |
| | 1 | | | |
| | 2 | | | |
| | 3 | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

A “Close Contact” in the workplace is anyone who meets either of the following criteria:

- Was within 6 feet of a person with COVID-19 for a period of time that adds up to at least 15 minutes in 24 hours, masked or unmasked, when that person was contagious. 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. OR
- Had direct contact for any amount of time with the body fluids and/or secretions of the Person With COVID-19 (for example, 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 10 days due to the 10-day incubation period of the virus. Even if a close contact tests negative within 10 days of their last exposure to the case, they must continue quarantining the full 10-day period to prevent transmission of the virus.

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

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

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

Definitions:

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

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

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

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

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

Visitor includes delivery personnel, inspectors, customers and guests.

Requirements:

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

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

Instructions and Requirements

1. Consistent use of face covering is critical to preventing COVID-19 transmission. Most COVID-19 infections are caused by people who have no symptoms of illness at all. They can infect others by simply breathing out virus particles which is why it is [critically important to wear a face covering in accordance with Health Officer Order No. C19-12d](#), issued December 22, 2020, or any subsequently issued or amended order.
2. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this CPSP Protocol, the stricter, more health protective standard shall apply.
3. Complete, post onsite, and follow this CPSP. Distribute copies to all staff in hardcopy or electronic format in their preferred language.
4. Post the flyer describing COVID information for construction workers in [English](#), [Spanish](#), [Chinese](#) and [Filipino](#) and provide electronically or as hard copy upon request.
5. Where construction work occurs within an occupied residential unit, separate work areas must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of distance at all times.
6. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, separate work areas must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.
7. Prohibit gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
8. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Sharing of any of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.

**Appendix B: Construction Project Safety Protocol
(updated 3/2/2021)****Instructions and Requirements**

9. Required Personnel for Small Construction Projects:
 - 9.1. Designate **Site-specific COVID-19 Supervisor** (or supervisors). The COVID-19 Supervisor may be an on-site worker who is designated to serve in this role to:
 - 9.1.1. Be present on the construction site at all times during construction activities;
 - 9.1.2. Review this CPSP with all workers and visitors to the construction site; and
 - 9.1.3. Enforce this CPSP, particularly consistent proper use of face covering and ensuring adequate physical distancing of at least 6 feet.
10. Required Personnel for Large Construction Projects:
 - 10.1. Designate **COVID-19 Safety Compliance Officer (SCO)** whose responsibilities include:
 - 10.1.1. Be present on the construction site at all times during construction activities;
 - 10.1.2. Ensure implementation of this CPSP at the jobsite.
 - 10.1.3. Conduct daily briefings in person or by teleconference that must cover the following topics:
 - 10.1.3.1. Conveying updated information regarding COVID-19.
 - 10.1.3.2. New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
 - 10.1.3.3. Emphasize the critical importance of consistent proper use of face covering and the critical importance of maintaining at least 6 feet of physical distance at all times.
 - 10.1.3.4. Sanitation and hygiene:
 - Review of sanitation and hygiene procedures.
 - Coordination of construction site daily cleaning/sanitation requirements.
 - Solicitation of worker feedback on improving safety and sanitation.
 - Protocols in the event of an exposure or suspected exposure to COVID-19 (see sfcdcp.org/covid19-positive-workplace).
 - 10.1.4. Compile daily written verification that each jobsite is compliant with the components of this CPSP. Each written verification form must be copied, stored, and made immediately available upon request by any County official.

**Appendix B: Construction Project Safety Protocol
(updated 3/2/2021)****Instructions and Requirements**

10.1.5. In the event of noncompliance, the SCO:

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

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

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

11. In the event of a positive COVID-19 case at the jobsite, contractors and subcontractors must follow all requirements on the Case Reporting and Close Contact pages of the CPSP.

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A. General Requirements

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

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

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

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

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

B. List of Additional Businesses

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

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- (2) Manufacturing, Warehousing and Logistical Support 6
- (3) Childcare and Youth Programs for All Children 7

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(1) Retail Stores for Goods—REDUCED CAPACITY

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

b. Description and Conditions to Operate.

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

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

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

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

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

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

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

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

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

- v. Retail stores that are in an enclosed Indoor Shopping Center (as defined in subsection 1.b.1.v above) and that do not have direct access to adjacent sidewalk, street, parking lot or alley area, may only reopen for in-store retail, subject to the following conditions, if the Indoor Shopping Center has a plan for reopening that is approved by the Health Officer as provided below:
- The Indoor Shopping Center must limit capacity in the facility and in each individual storefront to the lesser of: (1) 25% the maximum occupancy or (2) the number of people who can maintain at least six feet of physical distance from each other at all times.
 - Common areas must be closed.
 - Food courts may operate only up to the lesser of 25% occupancy or 100 people (patrons only), subject to the same minimum safety precautions that apply to indoor dining listed below in Section (8).

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. if approval for operation of a food court is sought, how the Indoor Shopping Center will handle the following: limiting entry by patrons to the food court area; screening for COVID-19 symptoms and close contacts before patrons enter; signage that warns of the transmission risk at the entrance to the food court area; implementing other applicable requirements of Health Officer Directive No. 2020-16, including as that directive may be amended from time to time, regarding indoor dining;

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

Plans must be submitted to HealthPlan@sfcityatty.org. Subject to the written advance approval of the Health Officer or the Health Officer's designee, the Indoor Shopping Center may then operate for in-store retail consistent with the approved plan. Indoor Shopping Centers that are already operating under an approved plan that want to reopen food courts must submit an updated plan to the Health Officer. Indoor Shopping Centers do not need to obtain approval of the updated plan before reopening food courts. But in the event SFDPH identifies deficiencies in the plan, SFDPH will follow up with the business.

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

(Added May 17, 2020; Revised June 1, 2020, June 11, 2020, and September 30, 2020; Non-substantive revisions July 13, 2020, October, 20, 2020, November 3, 2020, and March 2, 2021; Subsection suspended July 20, 2020, with minor update on August 14, 2020; Subsection reinstated with amendments on September 1, 2020; Subsection suspended November 10, 2020; Capacity reduced November 28, 2020, and December 4, 2020; Capacity increased January 27, 2021)

(2) Manufacturing, Warehousing and Logistical Support

- a. Basis for Addition. Personnel can wear Face Coverings and maintain at least six feet of physical distance at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Personnel will interact only with a consistent and moderately sized group of people (i.e., the business's other Personnel) as members of the public do not generally frequent these businesses. Finally, risks of virus transmission associated with this activity can be mitigated through Social Distancing Requirements (Order Section 8.o) and sanitation, and other worker safety protocols.
- b. Description and Conditions to Operate.

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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, and June 11, 2020; Non-substantive revisions July 13, 2020)

(3) Childcare and Youth Programs for All Children

- a. **Basis for Addition.** Childcare and educational or recreational programs for youth are critical to early education and developmental equity, family social and economic wellbeing, and economic recovery from the pandemic. More specifically, such programs are an important element for a child’s social and emotional development, as well as for a child’s physical health and wellness. Also, childcare and youth programs are often necessary to allow parents or guardians to work, making the availability of such programs important for individual families as well as the local economy. Although attendance at a childcare or youth program involves a high number of close contacts that may be of lengthy duration, the risks of virus transmission can be reduced by mitigation measures, as generally described below. But children’s inability to consistently follow social distancing and sanitation recommendations means that even with the mitigation measures the risk of transmission is higher than in interactions exclusively among adults. And while based on available evidence, children do not appear to be at higher risk for COVID-19 than adults, medical knowledge about the possible health effects of COVID-19 on children is evolving. Accordingly, the decision about whether to enroll a child in a childcare or youth program is an individualized inquiry that should be made by

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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 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

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childcare programs, youth sports programs, and afterschool programs (“Out of School Time Programs” or “OST Programs”) may open for all children, subject to the following limitations and conditions:

- i. OST Program sessions must be at least three weeks long, and programs without set sessions may not enroll children for fewer than three weeks;
- ii. Any youth sports or exercise taking place as part of an OST or organized and supervised youth sports program must take place outside only;
- iii. OST Programs must create, post, and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with all of the requirements set forth in Health Officer Directive No. 2020-21, including any limits on the number of children that can be in a group, and also the requirements to complete an online form with general information about the program and required certifications, to have the parent(s) or guardian(s) of any child attending the program sign an acknowledgement of health risks, and to prepare and implement a written Health and Safety Plan to mitigate the risk of virus transmission to the greatest extent feasible.

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

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

(4) Low Contact Retail Services—REDUCED CAPACITY

- a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., in some instances where remote payment is not feasible, while paying for services). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Customers interact only with a small number of individuals from other Households, and although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate social distancing and decrease the risk of virus transmission. The majority of interactions can occur outdoors, which further decreases risk—and consistent with Section 5.c of the Order, businesses are strongly urged to conduct interactions with customers outdoors—through curbside drop-off and pick-up—to the largest extent possible.
- b. Description and Conditions to Operate. Services that do not generally require close customer contact (e.g., dog grooming and shoe or electronics repair) may operate, subject to the following limitations and conditions:

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- i. To the extent feasible, all interactions and transactions between Personnel and customers should occur outdoors;
- ii. The store must limit capacity to the lesser of: (1) 25% the store’s maximum occupancy (based on customers only) or (2) the number of people (customers and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times;
- iii. The businesses must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with Health Officer Directive No. 2020-10b, as that directive may be amended from time to time, regarding required best practices for retail businesses with curbside pickup and drop-off;
- iv. The stores must have direct access to an immediately adjacent sidewalk, street, alley, or parking area for pickup by customers using any mode of travel, without blocking pedestrian access or causing pedestrian or vehicle congestion; and
- v. Stores in an enclosed indoor shopping center that do not have direct access to adjacent sidewalk, street, parking lot or alley area may not reopen at this time unless they are located in an approved Indoor Shopping Center as described in 1.b above.

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

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

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

(5) Equipment Rental Businesses—REDUCED CAPACITY

- a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and maintain at least six feet of physical distance except for brief interactions (e.g., while paying for services). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Customers interact only with a small number of individuals from other Households, and although Personnel are interacting with a moderate number of people, the duration of those interactions are low and safety limitations can ensure adequate social distancing and decrease the risk of virus transmission. The majority of interactions can occur outdoors, which further decreases risk—and businesses are strongly urged to conduct interactions outdoors to the largest extent possible. Also, the risk of multiple individuals using shared equipment can be mitigated through sanitation measures. Finally, resumption of these businesses is expected to result in only a small

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increase in the number of people reentering the workforce and the overall volume of commercial activity.

- b. **Description and Conditions to Operate.** Businesses that rent equipment for permissible recreational activities (e.g., bicycles, kayaks, paddleboards, boats, horseback riding, climbing equipment, or fishing equipment) may operate, subject to the following limitations and conditions:
- i. To the extent feasible, all interactions and transactions between Personnel and customers should occur outdoors;
 - ii. The business must limit capacity in the facility to the lesser of: (1) 25% the facility’s maximum occupancy (based on customers only) or (2) the number of people (customers and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times;
 - iii. The business must have created, posted and implemented a Social Distancing Protocol checklist (Appendix A to this Order) and must comply with Health Officer Directive No. 2020-10b, as that directive may be amended from time to time, regarding required best practices for retail businesses with curbside pickup and drop-off;
 - iv. All retail establishments—including equipment rental businesses—must develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.
 - v. The business must have direct access to an immediately adjacent sidewalk, street, alley, or parking area for pickup by customers using any mode of travel, without blocking pedestrian access or causing pedestrian or vehicle congestion;
 - vi. Businesses in an enclosed indoor shopping center that do not have direct access to adjacent sidewalk, street, parking lot or alley area may not reopen at this time unless they are in an approved Shopping Center as described in 1.b above; and
 - vii. All equipment must be thoroughly cleaned and disinfected between each use with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>).

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

(Added June 1, 2020; Revised June 11, 2020, and October 27, 2020; Non-substantive revisions

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July 13, 2020; Suspension note added July 20, 2020 and removed September 1, 2020; Capacity reduced November 28, 2020, and December 4, 2020; Capacity increased January 27, 2021)

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

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

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b. Description and Conditions to Operate.

1. Operators of entertainment venues may film, stream, or otherwise broadcast small scale events so long as:
 - i. the venue remains closed to the public;
 - ii. the live stream is limited to the fewest number of Personnel needed (up to a maximum of 12 people in the facility, including, without limitation, media Personnel needed for the broadcast);
 - iii. doors and windows are left open to the extent possible, or mechanical ventilation systems are run, to increase ventilation;
 - iv. the venue complies with the Social Distancing Requirements set forth in Section 8.0 of this Order; and
 - v. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, people must be in an isolation booth or in a separate room from others in the facility while singing or playing wind or brass instruments.

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

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

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

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(8) Dining

- a. Basis for Addition. Dining presents a higher risk of virus transmission than in other allowable interactions because Face Coverings must be removed to eat and drink. But outdoor interactions carry a significantly lower risk of transmission than most indoor interactions, and mitigation measures in outdoor dining establishments can decrease the transmission risk if they are strictly followed by all customers and Personnel.
- b. All Dining – General Conditions to Operate. All restaurants and bars that operate under this Section (8), must comply with all of the following limitations and conditions in relation to all such operations:
 - i. All patrons must be seated at a table to eat or drink—except briefly, standing or lingering between tables or in other areas of the restaurant’s outdoor or indoor space is not allowed;
 - ii. Patrons must be seated to be served food or beverages;
 - iii. Patrons must wear Face Coverings when they are not actively eating or drinking, including but not limited to: while they are waiting to be seated; while reviewing the menu and ordering; while socializing at a table waiting for their food and drinks to be served or after courses or the meal is complete; and any time they leave the table, such as to use a restroom. Customers must also wear Face Coverings any time servers, bussers, or other Personnel approach their table;
 - iv. Each dining establishment must use signs and verbal directions to notify patrons of the requirements for dining (whether indoor or outdoor), including, but not limited to, the requirements for when to wear a face covering;
 - v. 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;
 - vi. 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;
 - vii. 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;
 - viii. No patrons are allowed to use self-serve items (such as buffets or self-serve continental breakfasts);
 - ix. Areas that may lead to patrons gathering, congregating, or dancing must be closed;
 - x. 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

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and Attachment A-2 (the “Screening Handout for Non-Personnel”). Screening must occur before people are seated at the dining establishment to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering or being seated by the establishment, and should be referred for appropriate support as outlined on the Screening Handout for Non-Personnel. The establishment can use the guidance available online at www.sfc-dcp.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

- xi. Each dining establishment must (1) comply with the sections that follow that are applicable to the type of dining being offered by the establishment regarding outdoor dining, indoor dining, or both, (2) have created, posted, and implemented a Social Distancing Protocol checklist (Appendix A to this Order), and (3) also comply with Health Officer Directive No. 2020-16, including as that directive may be amended from time to time, regarding required best practices for outdoor dining or indoor dining, as applicable.
- c. **Outdoor Dining – Description and Conditions to Operate.** Restaurants and bars that serve food may operate for outdoor dining (“outdoor dining establishments”) subject to the following limitations and conditions:
- i. The outdoor dining establishment must comply with all General Conditions to Operate listed in Section (8)b above;
 - ii. Outdoor dining establishments must limit tables to three Households up to six people total; and
 - iii. 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”) after the requirements of this Order and the requirements of Health Officer Directive No. 2020-16, including as that directive may be amended from time to time, are met. If the County is later returned to a more restrictive tier by the State or other local COVID-19 conditions

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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, or fitness centers; 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 food service 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. 2020-16.

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. Indoor dining establishments must limit tables to members of a single Household up to four people total;
- iii. 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;
- iv. 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;
- v. Patrons must remain outside the indoor dining establishment until they are ready to be seated indoors;
- vi. 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

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areas where six feet of distance from in use common-use work stations cannot be maintained; and

- vii. Unless City zoning or other laws require an earlier closing, all indoor service of food and beverages must end at 10:00 p.m. Indoor dining establishments that cease indoor food service at 10:00 p.m. may allow patrons to finish their meals for an additional 30 minutes. All indoor dining establishments must close to the public by 10:30 p.m. and remain closed until 5:00 a.m. Take-out and delivery are permitted after 10:00 p.m. consistent with Health Officer Directive No. 2020-05, including as that directive may be amended from time to time.

(Added June 11, 2020; Revised July 13, 2020, September 30, 2020, October 27, 2020, and November 28, 2020; Non-substantive revisions October 20, 2020; Subsection suspended November 10, 2020; Suspended in full December 4, 2020; Reinstated in part and revised January 27, 2021; reinstated in full and revised March 2, 2021)

(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 **25** people, not including the instructor(s), may participate in an outdoor fitness class at the same time;
 - ii. The business/instructor must ask each participant using the standard screening questions attached to the Order as Appendix A and Attachment A-2 (the “Screening Handout for Non-Personnel”). Screening must occur before people are allowed to join the class to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must not be allowed to participate, and must cancel or reschedule their class. The instructor can use the guidance available online at www.sfcddcp.org/screen for determining how best to conduct screening;

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

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

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

(Added June 11, 2020; Non-substantive revisions July 13, 2020, and August 14, 2020; Revised September 30, 2020, October 20, 2020, November 3, 2020, December 4, 2020, and March 2, 2021; Capacity increased January 27, 2021)

(10) Indoor Household Services

- a. **Basis for Addition.** Household service providers and residents can wear Face Coverings and maintain at least six feet of physical distance at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Although indoor household services may involve mixing of Households (if the resident is at home) and occurs indoors, the number of contacts is low. Finally, risks of virus transmission can be mitigated through adherence to other Social Distancing Requirements and to sanitation, and other safety protocols.
- b. **Description and Conditions to Operate.** Providers of indoor household services that can be provided while maintaining social distancing (e.g., house cleaners and cooks) may operate, subject to the following limitations and conditions:
 - i. Household service providers may not enter a residence to provide services if either the household service provider or anyone in the residence has recent

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COVID-19 infection, exposure or symptoms, as listed in the standard screening questions attached to the Order as Attachment A-2 (the “Screening Handout for Non-Personnel”). Screening must occur before the household service provider enters the home;

- ii. When feasible, residents should leave the premises when household services providers are in their home—if leaving the premises is not feasible, residents should try to be in a different room than the household service provider to the greatest extent possible;
- iii. When feasible, leave windows and doors open to increase ventilation or run mechanical ventilation systems;
- iv. High touch surfaces and any shared implements or tools should be cleaned at the beginning and end of any service visit;
- v. Both residents and household service providers must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020.

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

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

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

(11) Offices for Non-Essential Businesses—SUSPENDED

(Suspended December 4, 2020)

(12) Outdoor Zoos with an Approved Plan

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

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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 (based on patrons only) for the outdoor space that is permitted to open; or (b) the capacity based on the ability of Personnel and patrons to comply with the Social Distancing Requirements;
- Signage regarding Social Distancing Requirements (to include at least six feet of distance, handwashing/sanitizer practices, Face Covering policy);
- Ensuring Personnel and patrons wear Face Coverings at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;
- Ticketing booths and payment systems;
- Personnel safety precautions;
- Compliance with applicable Health Officer directives (e.g. regarding Food and beverage concessions, and retail gift shops);
- Monitoring and limiting patrons to ensure physical distancing between members of different Households;
- Paths of travel through the establishment and wayfinding signage;
- Sanitation for restrooms;
- Tours and audio self-tour equipment;
- Coat/personal property check services;
- Sanitation for high-touch surfaces and areas; and
- Closing interactive exhibits or modifying those exhibits to prevent common touching.

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

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

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(13) Open Air Boat Operators

- a. Basis for Addition. Personnel and passengers can wear Face Coverings and maintain six feet of physical distance from people in different households at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. And open-air boat excursions occur outside, which is safer than indoor interactions, and have additional air-flow from continual movement. Finally, outdoor boating excursions of socially distanced groups involve only a moderate number of contacts, and health mitigation measures in small boating excursions can significantly decrease the transmission risk.
- b. Description and Conditions to Operate. Individuals or businesses that offer open-air boat excursions (“Open-Air Boat Operators”) may operate, subject to the following limitations and conditions:
 - i. If the total number of passengers is greater than 12, then the Open-Air Boat Operator must assign each passenger to a group of no more than 12 people. Multiple groups of 12 may be on an Open-Air Boat simultaneously, subject to the following requirements:
 - Each group of 12 must be kept at least 12 feet apart from each other,
 - The Open-Air Boat Operator must prohibit mingling among passengers in different groups, and
 - Passengers must have a clear path to the restroom and exit without being required to travel through the space occupied by another group.
 - ii. All passengers must maintain a physical distance of at least six feet from each other, from the captain, and from Personnel, at all times;
 - iii. Before boarding, passengers must wait on the dock at least six feet apart and must not board the vessel until the captain or crew allow boarding;
 - iv. For fishing, rod holders must be spaced at least six feet apart from each other;
 - v. Bathrooms (if any) must be sanitized frequently following EPA guidelines;
 - vi. Passengers must stay in the open-air portion of the boat except for brief periods, such as to use the bathroom;
 - vii. Open-Air Boat Operators should ask passengers to voluntarily provide their name and phone number for potential contact tracing purposes—the operator should keep this information on file for at least three weeks;
 - viii. Open-Air Boat Operators must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order);
 - ix. Open-Air Boat Operators must ensure daily COVID-19 symptom and exposure screening is completed for all Personnel as required by the Social Distancing Protocol and its Attachment A-1;
 - x. Open-Air Boat Operators must Screen all customers and other visitors on the day of the boat excursion as outlined by the Social Distancing Protocol and its

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Attachment A-2. Any person who answers “yes” to a screening question must not be allowed to board the boat. No cancellation or rescheduling fee may be charged in that situation;

- xi. All passengers and Personnel must wear a Face Covering at all times while waiting to board, at all times while on board—except when eating or drinking, and at all times when disembarking from the vessel, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;
- xii. Passengers from different households should not shake hands, share food or drinks, or engage in any unnecessary physical contact—the captain and crew must instruct passengers about these requirements;
- xiii. Open-Air Boat Operators must make hand sanitizer available throughout the boat and at each rod station (if any);
- xiv. Equipment (e.g., fishing equipment) may not be shared by people outside of a single household, and the boat and all equipment belonging to the Open-Air Boat Operator or otherwise provided by the Open-Air Boat Operator must be thoroughly cleaned and disinfected after each trip with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>).

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

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

(14) Institutions of Higher Education and Adult Education

- a. **Basis for Addition.** Personnel and students can wear Face Coverings and maintain at least six feet of physical distance from people in different households at all times. Restrictions can be placed to ensure that few inherently risky activities (e.g., singing, shouting, etc.) are involved. And to the extent classes occur outdoors with distancing and Face Coverings, these interactions are safer than indoor interactions. If indoor in person instruction is authorized by the Health Officer for adult education programs under the limited conditions set forth below, then health mitigation measures adopted under detailed prevention plan can decrease the transmission risk.
- b. **Description and Conditions to Operate.** Institutions of Higher Education (“IHEs”) and other programs offering adult education—including, for example, programs offering job

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skills training and English as a second language classes (“Adult Education Programs”) (IHEs and Adult Education Programs are collectively referred to below as “Higher Education Programs”)—may operate, subject to the following limitations and conditions:

- i. Higher Education Programs may operate for purposes of facilitating distance learning and themselves performing essential functions, as set forth in Section 8.a.xiv of the Order;
- ii. Higher Education Programs may not offer in-person instruction indoors unless the specific class:
 - (1) cannot be held remotely due to the need for access to specialized equipment or space, and
 - (2) is offered in settings with designs that impose substantial physical distancing on participants.

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

- iii. Before offering indoor courses or classes, the Higher Education Programs must create and post a Prevention Plan as required by Health Officer Directive 2020-22, including as that directive may be amended from time to time;
- iv. Higher Education Programs must screen all Personnel and students for COVID-19 symptoms and exposure to COVID-19 every day before they enter the campus, whether for indoor or outdoor classes or other purposes. Higher Education Programs must use the standard screening questions attached to the Order as Appendix A and Attachment A-2 (the “Screening Handout for Non-Personnel”). A copy of the Screening Handout for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the IHE, and should be referred for appropriate support as outlined on the Screening Handout for Non-Personnel. The Higher Education Program can use the guidance available online at www.sfchcp.org/screen for determining how best to conduct screening;
- v. Participants in Higher Education Programs, including students and instructors, may temporarily remove their Face Coverings as necessary for a component of and class or course that requires removal as part of the instruction. Participants must replace their Face Covering as soon as possible. Only one participant at a time may remove their Face Covering. If the indoor Higher Education Program involves the preparation or consumption of food or drink items, the Higher Education Program must also comply with the additional requirements of Directive 2020-16 (Indoor Dining), including as that directive may be amended

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from time to time. Indoor Higher Education Programs involving education for Personal Services must also comply with the additional requirements of Health Officer Directive 2020-30 (Indoor Personal Services), including as that directive may be amended from time to time, including those provisions regarding the provision of services to persons who must remove their Face Covering;

- vi. No singing, chanting or shouting, or wind instruments are allowed during in-person instruction (indoors and outdoors) at this time;
- vii. The maximum capacity for each class or course held indoors is limited to the **lesser** of: (1) 25% the facility's maximum occupancy limit or (2) the number of people who can maintain at least six feet of physical distance from each other at all times. Classes or courses that train students to provide essential functions or services relating to the protection of public health or safety or Essential Governmental Functions ("Core Essential Classes") are not subject to the 25% occupancy limit;
- viii. Higher Education Programs may offer in-person instruction, including lectures, outdoors in groups of no more than 25 people participating in the class, excluding instructors or other Personnel;
- ix. 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;
- x. 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;
- xi. 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

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

(Added August 14, 2020; Revised September 1, 2020, September 30, 2020; November 28, 2020; and March 2, 2021; Non-substantive revisions November 3, 2020; Suspended in part December 4, 2020)

(15) Personal Service Providers

- a. Basis for Addition. Although personal services such as hair and nail salons involve moderate to high contact intensity and a moderate number of contacts, the risk of transmission can be significantly lessened by implementing health and safety mitigation measures. Finally, the risk of virus transmission can be reduced through other health and sanitation protocols. Consistent with Section 5.c of the Order and to the extent possible, Personal Service Providers are urged to provide services outdoors to further decrease the risk.
- b. Description and Conditions to Operate.
 - 1. Outdoors. Personal service providers regulated by Division 3, Chapter 10 of the California Business and Professions Code, Division 104, Part 15, Chapter 7 of the California Health and Safety Code, or San Francisco Health Code Article 29 (collectively, “Personal Service Providers”) that can safely offer services outside, including, for example, hair salons, barber shops, nail salons, massage (in a non-healthcare setting), estheticians, skin care, and cosmetology services (collectively, “Outdoor Personal Services”), may operate outdoors, subject to all of the following limitations and conditions:
 - i. The following personal services cannot be offered outside because they cannot be done safely in an outdoor setting: electrology, tattooing, piercing, microblading, permanent make-up, and other forms of body art that are invasive and require a controlled hygienic environment. Also, shampooing and chemical hair services are not permitted outside;
 - ii. Outdoor Personal Service Providers may, subject to any applicable permit requirements, conduct their operations under a tent, canopy, or other sun or weather shelter, tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s

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guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>);

- iii. Both Outdoor Personal Service Providers and clients/customers must wear a Face Covering at all times except when: (a) they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12, including as that order may be amended from time to time, or (b) when the Face Covering must be removed to perform services involving that part of the face and then only during such procedure and subject to compliance with applicable safety precautions set forth in Directive 2020-23, including as that directive may be amended from time to time; and
 - iv. The Outdoor Personal Service Provider must have created, posted and implemented a Social Distancing Protocol and must comply with Health Officer Directive No. 2020-23, including as that directive may be amended from time to time, regarding required best practices for outdoor personal services.
2. **Indoors.** Personal service providers regulated by Division 3, Chapter 10 of the California Business and Professions Code, Division 104, Part 15, Chapter 7 of the California Health and Safety Code, or San Francisco Health Code Article 29 including, for example, hair salons, barber shops, nail salons, massage (in a non-healthcare setting), estheticians, skin care, and cosmetology services, electrology, tattooing, piercing, and microblading, may operate indoors (collectively, “Indoor Personal Services,” subject to all of the following limitations and conditions:
- i. Both Indoor Personal Service Providers and clients/customers must wear a Face Covering at all times except when: (a) they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12, including as that order may be amended from time to time, or (b) the Face Covering must be removed to perform services involving that part of the face and then only during such procedure and subject to compliance with applicable safety precautions for indoor settings set forth in Directive 2020-30, including as that directive may be amended from time to time. Under current State guidelines, customers may not remove their face coverings for purposes of massage (non-healthcare setting), tattoo, or piercing;
 - 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, including as that directive may be amended from time to time, regarding required best practices for Indoor Personal Services; and
 - iii. The Indoor Personal Service Provider must limit capacity to the lesser of: (1) 25% the store’s maximum occupancy (based on patrons) or (2) the number of people (patrons and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times.

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(Added September 1, 2020; Revised September 14, 2020, October 27, 2020, March 2, 2021; Non-substantive revision September 30, 2020; Suspended December 4, 2020; Reinstated with revisions January 27, 2021)

(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 in a tent, canopy, or other shelter, as long as the shelter complies with: (1) the California Department of Public Health’s November 25, 2020 guidance regarding “Use of Temporary Structures for Outdoor Business Operations” (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH’s guidance on “Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19” (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>);
 - ii. Everyone in the outdoor gym or fitness center facilities must maintain at least six feet of physical distance from people outside of their Household at all times;
 - iii. Gyms and fitness centers must limit the number of people, including patrons and Personnel, who are present in the space to the number of people who can maintain at least six feet of physical distance from each other at all times;
 - iv. Everyone in the outdoor gym or fitness center facilities must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12, including as that order may be amended from time to time; 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, including as that directive may be amended

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from time to time, regarding outdoor gyms and fitness centers including, without limitation, all enhanced cleaning requirements.

2. Indoors. Gyms—including climbing wall 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, excluding Personnel, who are present in the space to the **lesser** of: (1) 10% of the facility’s normal maximum occupancy (patrons only) or (2) the number of people (patrons and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times;
 - 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, boot camp, 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. C19-12, including as that order may be amended from time to time;
 - vi. Indoor locker rooms and showers must remain closed, except for access to restrooms;
 - vii. The gym or fitness center must add all COVID-19 related signage to the establishment as required by Sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>; and
 - viii. 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, including as that directive may be amended from time to time, regarding indoor gyms and fitness centers including, without limitation, all enhanced cleaning requirements.

(Added September 1, 2020; Revised September 14, 2020, September 30, 2020, October 27, 2020, November 10, 2020, November 16, 2020, December 4, 2020, January 20, 2021, and January 27, 2021; Suspended in part November 28, 2020; Subsection reinstated and revised March 2, 2021)

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(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. 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, excluding Personnel, who are present in the facility to the **lesser** of: (1) 25% of the facility’s normal maximum occupancy (patrons only) or (2) the number of people (patrons and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times;
 - ii. Establishments must limit the number of people, excluding 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. C19-12, including as that order may be amended from time to time; and
 - v. The following must remain closed:
 - Common area gathering places such as meeting rooms and lounge areas;
 - Auditoriums;
 - Guided tours, events, classes, and other gatherings; and
 - Coat/personal property check services.
 - vi. Indoor restaurants and cafes within the museum, aquarium, or zoo may operate for indoor dining so long as they fully comply with the requirements listed in Section (8) of this Appendix C-1 as well as Health Officer Directive No. 2020-16, including as that directive may be amended from time to time.
 - vii. 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, including, for example, Directive Nos. 2020-05 and 2020-16 (if food is prepared and sold on-site for take-away, indoor, or outdoor dining), Directive No. 2020-17

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(if there is a gift-shop or other retail on-site), and Directive No. 2020-32, including as those directives may be amended from time to time.

- viii. 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. C19-12, including 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;
 - 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.

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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 add all COVID-19 related signage to the establishment as required by Sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

(Suspended December 4, 2020; Reinstated with non-substantive revisions March 2, 2021)

(18) Outdoor Family Entertainment Centers—SUSPENDED IN PART

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

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

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The activities allowed under the current tier are as follows:

| <u>Allowed Family Entertainment Center activities:</u> | <u>Notes/restrictions:</u> |
|---|--|
| <p><u>Outdoor</u> activities only, including:</p> <ul style="list-style-type: none"> • Outdoor playgrounds; • Outdoor skate parks; • Outdoor roller and ice skating at the lesser of 25% capacity (patrons only) or 25 patrons skating; • Outdoor laser tag; • Outdoor paintball; • Outdoor batting cages; • Outdoor kart racing; and • Outdoor miniature golf. | <p>See additional requirements listed below regarding any activity that includes shared or rented equipment (for example, laser tag, skating, batting cages, etc.).</p> <p>Outdoor playgrounds must comply with the requirements listed in Section (11) of Appendix C-2 and Health Officer Directive No. 2020-36 (including as that directive is updated in the future), available online at www.sfdph.org/directives.</p> <p>Outdoor miniature golf must comply with the relevant requirements listed in Section (2) of Appendix C-2 and Health Officer Directive No. 2020-15 (including as that directive is updated in the future), available online at www.sfdph.org/directives.</p> |
| <ul style="list-style-type: none"> • Standalone, outdoor attractions (which are ride attractions, such as a carousel, Ferris wheel, or train ride, that are operated independently of, and are located on distinct and separate grounds from, other amusement attractions). (See the note below regarding, amusement parks, or similar venues, which are prohibited.) | <p>See subsection (viii) below</p> |

The activities prohibited under the current tier include, without limitation, the following:

| <u>Prohibited Family Entertainment Center activities:</u> |
|--|
| <i>Indoor operations, including:</i> |

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- *Indoor bumper cars;*
- *Indoor batting cages;*
- *Bowling alleys;*
- *Escape rooms;*
- *Kiddie rides;*
- *Virtual reality;*
- *Arcade games;*
- *Trampolines and trampoline gyms;*
- *Indoor laser tag;*
- *Indoor roller and ice skating;*
- *Indoor skate parks; and*
- *Indoor playgrounds.*

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

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

- i. If the activity listed above is listed as an outdoor activity, all related operations must be outdoors. In that situation, operations that cannot be safely performed outdoors are not allowed. If there is a mix of indoor and outdoor activities offered by the Family Entertainment Center, only the activities that are allowed under the current tier assignment may occur and may only occur as outlined in this Section.
- ii. Outdoor Family Entertainment Centers may conduct their allowed operations under a tent, canopy, or other sun or weather shelter, as long as the shelter complies with: (1) the California Department of Public Health's November 25, 2020 guidance regarding "Use of Temporary Structures for Outdoor Business Operations" (available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Use-of-Temporary-Structures-for-Outdoor-Business-Operations.aspx>); and (2) SFDPH's guidance on "Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19" (available at <https://www.sfdph.org/dph/files/ig/Guidance-Shared-Outdoor-Spaces.pdf>).

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- iii. Everyone in a Family Entertainment Center facility must maintain at least six feet of physical distance from people outside of their Household at all times.
- iv. Family Entertainment Centers must limit the number of people, excluding Personnel, who are present in the space to ensure that six feet of physical distance can be maintained at all times and must also comply with any maximum limit listed above on the number of people who may be present (including both patrons and Personnel).
- v. Everyone in the Family Entertainment Center facility must wear a Face Covering at all times, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12, including as that order may be amended from time to time.
- 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.
- vii. For any activity with rented or shared equipment (like kart racing, skating, batting cages, bowling alleys, escape rooms, etc.), services must be provided in compliance with the requirements for equipment cleaning and disinfection listed in Section (5)b.vi of this Appendix.
- viii. For outdoor amusement park-type rides, consisting of Ferris wheels, carousels, and miniature train rides, the following additional requirements must be met:
 - a. Screen all customers and other visitors prior to entry to the ride as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must have the ride cancelled or rescheduled. No cancellation or rescheduling fee may be charged in that situation, and the price of any ticket must be refunded if the ride is not rescheduled;
 - b. Operators must regulate access by patrons to the equipment to ensure physical distancing;
 - c. Any enclosed passenger capsule or seating area must include only members of the same Household, and ventilation must be maximized;
 - d. High touch surfaces and equipment must be sanitized in between uses by different Households; and
 - e. Hand sanitizer must be placed at the entrances and exits to rides.

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

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[Revised March 2, 2021]

(Added September 14, 2020; Revised September 30, 2020; Revised and subsection suspended November 28, 2020; Suspended December 4, 2020; Reinstated and revised January 27, 2021 and March 2, 2021)

(19) Open-Air Tour Bus Operators

- a. Basis for Addition. Personnel and passengers can wear Face Coverings and maintain six feet of physical distance from people in different Households at all times. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. And open-air bus tours occur outside, which is safer than indoor interactions, and have additional air-flow from continual movement. Finally, outdoor tour bus excursions of small, socially distanced groups involve only a moderate number of contacts, and health mitigation measures can significantly decrease the transmission risk.
- b. Description and Conditions to Operate. Individuals or businesses that offer open-air bus tours (“Open-Air Tour Bus Operators”) may operate, subject to the following limitations and conditions:
 - i. If the total number of passengers is greater than 12, the Open-Air Tour Bus Operator must assign each passenger to a group of no more than 12 people. Multiple groups of 12 may be on an Open-Air Tour Bus simultaneously, subject to the following requirements:
 - Each group of 12 must be kept at least 12 feet apart from each other,
 - The Open-Air Tour Bus Operator must prohibit mingling among passengers in different groups, and
 - Passengers must have a clear path to the restroom and exit without being required to travel through the space occupied by another group.
 - ii. All passengers must maintain a physical distance of at least six feet from each other, from the driver, and from Personnel, at all times;
 - iii. Before boarding, passengers must wait at least six feet apart and must not board the bus until the driver or other Personnel allow boarding;
 - iv. Bathrooms (if any) must be sanitized frequently following EPA guidelines;
 - v. Passengers must stay in the open-air portion of the bus except for brief periods, such as to board, disembark and use the bathroom;
 - vi. Open-Air Tour Bus Operators should ask passengers to voluntarily provide their name and phone number for potential contact tracing purposes—the operator should keep this information on file for at least three weeks;
 - vii. Open-Air Tour Bus Operators must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order);

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- viii. Open-Air Tour Bus Operators must ensure daily COVID-19 symptom and exposure screening is completed for all Personnel as required by the Social Distancing Protocol and its Attachment A-1;
- ix. Open-Air Tour Bus Operators must Screen all customers and other visitors on the day of the tour as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must not be allowed to board the bus. No cancellation or rescheduling fee may be charged in that situation;
- x. All passengers and Personnel must wear a Face Covering at all times while waiting to board, at all times while on board—except when eating or drinking, and at all times when disembarking from the bus, unless they are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;
- xi. Passengers from different households should not shake hands, share food or drinks, or engage in any unnecessary physical contact—Personnel must instruct passengers about these requirements;
- xii. Open-Air Tour Bus Operators must make hand sanitizer available;
- xiii. The bus and all equipment belonging to the Open-Air Tour Bus Operator or otherwise provided by the Open-Air Tour Bus Operator must be thoroughly cleaned and disinfected after each trip with procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>).

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

(20) Lodging Facilities for Tourism

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

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- b. Description and Conditions to Operate. Lodging facilities, including hotels, motels, hostels, bed and breakfasts, inns and short-term rentals, may operate, subject to all of the following limitations and conditions:
- i. Indoor ballrooms, conference rooms, business centers, lounge areas, and other indoor gathering places must remain closed. But 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.
 - 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. Outdoor pools must be operated in compliance with the relevant requirements of this Order and with Health Officer Directives 2020-24, including as that directive may be amended from time to time;
 - c. Indoor pools may be operated for drowning prevention classes consistent with Section (26) of this Appendix C-1;
 - d. 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. 2020-16, including as that directive may be amended from time to time. At present, that includes a maximum limit of 25% occupancy or 100 people (excluding Personnel), 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. Food items may also be sold for consumption in individuals' rooms, offsite, or outdoors in compliance with the relevant requirements of this Order and with Health Officer Directives 2020-05 and 2020-16, including as those directives may be amended from time to time; and
 - 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 No. 2020-17 (if there is a gift-shop or other retail on-site), including as those directives may be amended from time to time.

(Added September 14, 2020; Revised September 30, 2020, October 27, 2020, November 16, 2020, December 4, 2020, December 9, 2020; and January 27, 2021; Non-substantive revisions

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[Revised March 2, 2021]

October 20, 2020 and November 3, 2020; Revised and subsection suspended November 10, 2020; Subsection reinstated and revised March 2, 2021)

(21) Indoor Movie Theaters

- a. **Basis for Addition.** Viewing movies or other projected entertainment indoors in an enclosed space involves multiple risk factors, including, for example, 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 unvaccinated older adults and others who are vulnerable to complications from COVID-19.
- b. **Description and Conditions to Operate.** Any facility that projects entertainment onto a large-format screen indoors (an “indoor movie theater”) may operate subject to the following limitations and conditions:
 - i. The indoor movie theater must limit the number of people, excluding Personnel, who are present in the space to the **lesser** of: (1) 25% of the facility’s normal maximum occupancy (patrons only), (2) 100 people (patrons only), or (3) the number of people (patrons and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times. 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;
 - ii. 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 for Non-Personnel”). 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 for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering or being seated in the indoor movie theater, and should be referred for appropriate support as outlined on the Screening Handout for Non-Personnel. The indoor movie theater can use the guidance available online at www.sfchcp.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 question must be kept from entry and must cancel or reschedule their ticket. In such cases,

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- patrons must not be charged a cancellation fee or other financial penalty and must be given a full refund;
- iii. The indoor movie theater must keep food and beverage concessions closed (also including vending machines) for now;
 - iv. 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. C19-12, including as that order may be amended from time to time, unless the person is specifically exempted from the face covering requirements;
 - v. 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;
 - vi. The indoor movie theater must prevent patrons from gathering in common areas and must close lounges, arcades, or other areas designed for casual gathering;
 - vii. 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);
 - viii. The establishment must add all COVID-19 related signage to the establishment as required by Sections 4.g, 4.h, and 4.i of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>; and
 - ix. 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, including as that directive may be amended from time to time, regarding required best practices for indoor movie theaters.

For clarity, 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.

(Added September 30, 2020; Non-substantive revisions October 20, 2020 and November 3, 2020; Revised October 27, 2020 and November 10, 2020; Section suspended November 28, 2020; Reinstated with non-substantive revisions March 2, 2021)

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(22) Film and Media Productions

- a. Basis for Addition. When capacity is limited and health safety mitigation measures are used, film and media productions involve relatively low contact intensity and number of contacts. Restrictions can be placed to ensure that few inherently risky activities (e.g., singing, shouting, etc.) are involved. And when such activities are involved, additional preventive measures—such as physical distancing, improved ventilation, and surveillance testing—can be used to address the resulting risk. Accordingly, the risk of transmission is relatively low as long as adequate precautions are taken.
- b. Description and Conditions to Operate.
 1. Film and Media Productions covered by the September 21, 2020 “COVID-19 Return To Work Agreement With DGA, IATSE, SAG-AFTRA and Teamsters/Basic Crafts” (https://www.sagaftra.org/files/sa_documents/ReturnToWorkAgreement_wAMPTP.pdf) (“Return to Work Agreement”) may operate subject to compliance with all of the terms and conditions set forth in that agreement, except that:
 - i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location); and
 - ii. if the production is complying with the pre-employment testing requirement by using two rapid tests conducted within 48 hours before the start of employment, as provided in Section 2.a.i.(3) of the Return to Work Agreement, the two samples must be collected at different times: one 24-48 hours before the start of employment and one within 24 hours before the start of employment.
 2. Outdoor Film and Media Productions: Outdoor film and media production that are not covered by the Return to Work Agreement may operate, subject to the following conditions:
 - i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location, subject to clause v below);
 - ii. The film or media production must ensure COVID-19 symptom and exposure screening is completed for all cast, crew, and other Personnel on each day of the production as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers “yes” to a screening question must not be permitted to enter the location;
 - iii. Face Coverings must be worn at all times, except (a) as specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12, including as that order may be amended from time to time, (b) while filming outdoors as long as the person remains at least six feet from other talent, crew, and other Personnel, and the public at all times, or (c) while personal services (e.g., makeup or hair) are being provided, in which case the safety precautions set

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forth in Section 1.11 of Exhibit A to Health Officer Directive 2020-23, including as that directive may be amended in the future, must be followed;

- iv. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, singing and playing wind or brass instruments is not allowed outdoors unless (a) the individual is at least 12-feet away from crew, cast, and other Personnel, and public and uses a Face Covering for singing or a mask or other fabric over the wind instrument's bells or openings where air/sound exit, or (b) the individuals is at least 30 feet from all crew, cast, and other Personnel, and the public; and
 - v. The production must comply with the Social Distancing Requirements set forth in Section 8.o of this Order.
3. Indoor Film and Media Productions: Indoor film and media production that are not covered by the Return to Work Agreement may operate, subject to the following conditions:
- i. The cast, crew, and other Personnel on location is limited to the fewest number of Personnel needed (up to a maximum of 25 people in one location, subject to clause v below);
 - ii. The film or media production must ensure COVID-19 symptom and exposure screening is completed for all cast, crew, and other Personnel before they enter the location on each day of the production as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers "yes" to a screening question must not be permitted to enter the location;
 - iii. Except as provided below, Face Coverings must be worn by all cast, crew, and other Personnel at all times:
 - a) Individuals who are specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12, including as that order may be amended from time to time, are excused from the Face Covering requirement;
 - b) Cast members may remove Face Coverings while personal services (e.g., makeup or hair) are being provided, in compliance with the safety precautions set forth in Section 1.10 of Exhibit A to Health Officer Directive 2020-30, including as that directive may be amended in the future;
 - c) Cast members may remove Face Coverings while filming if all of the following conditions are met:
 - (1) All other crew and Personnel in the room must wear a well-fitted mask and are strongly recommended to wear a non-vented N95 mask, even

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if not fit-tested, to provide maximum protection. Guidance regarding well-fitted masks can be found at: www.sfcdec.org/maskingupdate;

(2) The production must increase ventilation as much as possible, including by implementing at least one of the following ventilation measures:

- All available windows and doors are kept open (Doors and Windows required to be kept closed for fire/life safety purposes are exempt. Make sure open windows do not create falling hazards especially for children.)
- HVAC systems fully operational
- Appropriately sized Portable Air Cleaners

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

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

- If the shoot is scheduled to last one or two days, the cast member(s) who will be removing their Face Coverings must receive a negative nucleic acid diagnostic test for COVID-19 within 72 hours before the shoot starts.
- If the shoot is scheduled to last between three and seven days, the cast member(s) who will be removing their Face Coverings must receive a (a) negative nucleic acid diagnostic test for COVID-19 within 72 hours before the shoot starts and (b) a negative nucleic acid diagnostic test or rapid test every other day starting on the third day of the production.
- If the shoot is scheduled to last more than seven days, the Production must submit a plan to the Health Officer for pre-approval, as discussed below.
- All testing must be done using tests that are approved by the United States Food and Drug Administration or by the California Department of Public Health.
- All processing of tests must be conducted by a lab that complies with Health Officer Order No. C19-10, including as that order may be amended from time to time (available online at www.sfdph.org/healthorders), and including that the lab must meet the requirements to perform testing classified as high complexity under the Clinical Laboratory Improvement

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Amendments (“CLIA”) of Section 353 of the Public Health Service Act (including but not limited to having a CLIA waiver to perform such tests). Any lab that processes tests must also submit all results (not just positive results) via the State of California’s California Reportable Disease Information Exchange (“CalREDIE”) system or any replacement to that system adopted by the State of California.

- The production must maintain a log of testing for all cast members who will be removing their Face Coverings, including name, date tested, type of test, and test result. The log must be retained for 12 months and be made available to SFDPH upon request.
- iv. High touch surfaces must be cleaned and disinfected frequently using procedures effective against the Novel Coronavirus SARS-CoV-2 in accordance with CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/community/cleaning-disinfecting-decision-tool.html>).
- v. The production must comply with the Social Distancing Requirements set forth in Section 8.o of this Order.
- vi. Because singing and playing wind or brass instruments can transmit particles farther in the air than breathing or speaking quietly, filming of cast singing or playing a wind or brass instrument is prohibited unless the individual is in an isolation booth or in a separate room and the camera is operated remotely. Sufficient ventilation of the space being used must occur for at least 15 minutes before other Personnel enter the space.
- vii. Productions may have craft service and catering at indoor locations, subject to the following requirements:
- a) The production must notify cast, crew, and other Personnel that they are strongly encouraged to take food items to-go and eat outside or in areas away from other people and at least six feet apart from each other;
 - b) Where feasible, productions should provide an outdoor area where cast, crew, and other Personnel can eat their meals at least six feet apart from each other;
 - c) Seating in areas designated for eating must be at least 6 feet apart;
 - d) In areas designated for eating, the production must limit the number of people in those spaces to the lesser of 25% of the maximum occupancy or the number of people who can safely maintain at least six feet of distance from each other at all times;
 - e) No buffets of self-serve food and beverage stations are allowed—only individually boxed meals and snacks may be offered; and

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

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

(Added November 3, 2020; Revised December 4, 2020, December 9, 2020, January 27, 2021, and March 2, 2021)

(23) Real Estate Showings

- a. Basis for Addition. Real estate agents, escrow agents, and other service providers that facilitate real estate transactions, such as home sales, apartment rentals, and commercial properties, are essential workers. Although virtual tours are the best way to minimize virus transmission, in-person showings do not involve any inherently risky activities (e.g., singing, shouting, eating, drinking, etc.). Accordingly, such in-person showings can be relatively low risk as long as mitigation measures, such as screening of participants, mandatory use of Face Coverings, maintaining physical distancing, and increasing ventilation, are followed.
- b. Description and Conditions to Operate. Real estate agents are allowed to show residential properties for rent or sale. Tours should be conducted virtually whenever feasible. When in-person showings are necessary, they are permitted under the following conditions:
 - i. Appointments for showings must be scheduled in advance;
 - ii. Face Coverings must be worn at all times, except as specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12, including as that order may be amended from time to time;
 - iii. All people participating in the showings must maintain social distancing of at least six feet from everyone who is not part of their own Household;
 - iv. The real estate agent must ensure COVID-19 symptom and exposure screening is completed for all participants on the day of the showing before coming in to the unit as outlined by the Social Distancing Protocol and its Attachment A-2. Any person who answers "yes" to a screening question must not be permitted to enter;
 - v. The real estate agent must introduce fresh outside air, for example by opening doors/windows, weather permitting, and operating ventilation systems; and

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- vi. Participants must follow the requirements of the State’s COVID-19 Industry Guidance for Real Estate Transactions, available at <https://covid19.ca.gov/pdf/guidance-real-estate.pdf>.

(Added November 3, 2020; Suspended December 4, 2020; Reinstated with non-substantive revisions March 2, 2021)

(24) Commercial Parking Garages

- a. Basis for Addition. Personnel and customers can wear Face Coverings at all times and can maintain at least six feet of physical distance except for brief interactions (e.g., while transferring keys). No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. This section reflects an existing FAQ—added on June 30, 2020—stating that garages were permitted to be open under specific health and safety conditions.
- b. Description and Conditions to Operate. Parking garages are permitted to operate for parking under the following conditions:
 - i. Garages must provide Face Coverings (as provided in Health Order No. C19-12d, issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to all Personnel;
 - ii. Face coverings must be worn by Personnel and customers at all times, except as specifically exempted from the face covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;
 - iii. Garages must comply with the Social Distancing Requirements set forth in Section 15.o of the Stay-Safe-at-Home Order and prepare a Social Distancing Protocol as required in Section 5.d of the Order;
 - iv. Garages should encourage customers to use touchless payment options. When touchless payment is not used, sanitize any pens, counters, trays, or point of sale systems between each use by a customer. Create sufficient space to enable the customer to stand at least six feet away from the cashier while paying, or provide a physical barrier (e.g., Plexiglas of sufficient height and width to prevent transmission of respiratory droplets) between the customer and the cashier;
 - v. Vehicle windows must be left open to the greatest extent possible—particularly in the moments before and during a transfer; and
 - vi. Whenever possible, steering wheels should be wiped down before transferring the vehicle from one person to another.

(Added November 16, 2020)

[Revised March 2, 2021]

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

- a. Basis for Addition. Exercising indoors in an enclosed space involves multiple risk factors, including the enclosed nature of the space and the increased respiration involved with exercise. When coupled with strong mitigation measures such as strictly limiting the number of people present in a facility, mandatory use of Face Coverings, maintaining physical distancing, requiring at least one ventilation measure and following other protocols, the risks associated with limited one-on-one personal training are manageable. Consistent with Section 5.c of the Order and to the extent possible, personal trainers are urged to provide one-on-one personal training services outdoors to further decrease the risk.
- b. Description and Conditions to Operate. Limited one-on-one personal training is allowed indoors subject to the following conditions:
 - i. Only one trainer and one client may be in a facility at any time (if the client is a parent or guardian of minor children, the person may bring their children with them but not other adults from the same Household; if the person is an adult who needs assistance, the person may bring a caregiver);
 - ii. In addition to the trainer and client, one additional individual may be present in the facility to monitor compliance with this Order or manage the facility;
 - iii. Face Coverings must be worn by Personnel and clients at all times, except as specifically exempted from the Face Covering requirements in Health Officer Order No. C19-12d, issued on December 22, 2020, as that order may be amended from time to time;
 - iv. All participants must maintain at least six feet from each other at all times and at least twelve feet from each other when engaged in aerobic activity;
 - v. The facility must add all COVID-19 related signage to the establishment as required by Sections 4.g, 4.h, and 4.i(ii) of the Stay-Safer-At-Home Order (templates for the signage are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>);
 - vi. The facility must use at least one of the following ventilation strategies: (1) All available windows and doors accessible to fresh outdoor air are kept open (doors and windows required to be kept closed for fire/life safety purposes are exempt; make sure open windows do not create falling hazards especially for children); (2) Fully operational HVAC systems; or (3) Portable Air Cleaners in each room that are appropriately sized for the room or area they are deployed in (see SFPDPH’s Guidance on “Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic,” available online at <https://www.sfdcdp.org/COVID-Ventilation> for more information); and

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- vii. The facility must have created, posted and implemented a Social Distancing Protocol and must comply with any and all requirements contained in Health Officer Directive No. 2020-31, regarding indoor gyms and fitness centers including, without limitation, all enhanced cleaning requirements.

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

(26) Indoor Drowning Prevention Classes

- a. Basis for Addition. Drowning is a leading cause of death and injury for children. Drowning prevention classes are associated with decreased risk of childhood drowning. Indoor swimming pools have few high-touch surfaces and to-date, the CDC is unaware of any scientific reports of COVID-19 transmission through pool water. Risks associated with indoor swimming pools can be substantially mitigated with limitations to ensure adequate social distancing and limit intermixing between Households.
- b. Description and Conditions to Operate. Individuals may use indoor swimming pools for the specific purpose of teaching by certified instructors of drowning prevention to children ages 1 year and older, and indoor swimming pools may open and operate, subject to the following conditions:
 - i. The facility must have created, posted and implemented a Social Distancing Protocol;
 - ii. The facility must limit capacity to the lesser of: (1) 25% the facility’s maximum occupancy (based on patrons only) or (2) the number of people (patrons and Personnel) who can maintain at least six feet of physical distance from each other in the facility at all times;
 - iii. The facility must use at least one of the following ventilation strategies: (1) All available windows and doors accessible to fresh outdoor air are kept open (doors and windows required to be kept closed for fire/life safety purposes are exempt; make sure open windows do not create falling hazards especially for children); (2) Fully operational HVAC systems; or (3) Portable Air Cleaners in each room that are appropriately sized for the room or area they are deployed in (see SFDPH’s Guidance on “Ventilation for Non-Healthcare Organizations During the COVID-19 Pandemic,” available online at <https://www.sfdcp.org/COVID-Ventilation> for more information);
 - iv. When out of the pool, 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. C19-12 (e.g., for young children), including as that order may be amended from time to time;

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- v. Swimmers and their parent/caregiver cannot enter the facility until 5 minutes before the start of their lesson;
- vi. A maximum of one adult observer per household may be present per enrolled swimmer. Adult caregivers of swimmers who participate in swim lessons independently are encouraged to wait outside the facility during lessons, if possible.
- vii. Except for members of the same Household, swimmers must remain at least six feet apart at all times except for brief interactions between instructor and student;
- viii. At the direction of the instructor, one adult caregiver may enter the water to support instruction of children;
- ix. If more than one class is occurring in a pool at the same time, classes must be kept at least 12 feet apart from each other,
- x. If swim lanes will be used during drowning prevention instruction, instruction must be limited to one swimmer per lane, except that members of the same Household may occupy a single lane;
- xi. Instructors and adult caregivers in the water with a child must wear face shields while in the pool (nobody should wear a Face Covering in the pool);
- xii. All instructional equipment must be cleaned and sanitized between use;
- xiii. Lockers rooms and showers must remain closed, except for access to restrooms—children should arrive ready to swim;
- xiv. The facility must screen all Personnel, 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.sfcddcp.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 not be allowed to enter the facility.

(Added March 2, 2021)

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

[Revised March 2, 2021]

A. General Requirements

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

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

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

B. List of Additional Activities

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

| | | |
|------|---|----|
| (1) | Outdoor Museums, Outdoor Historical Sites, and Outdoor Public Gardens | 2 |
| (2) | Outdoor Recreation: Golf and Tennis..... | 3 |
| (3) | Outdoor Recreation: Dog Parks | 4 |
| (4) | Small Outdoor Gatherings | 5 |
| (5) | Libraries for Curbside Pickup and Return | 6 |
| (6) | Outdoor Recreation: Other Outdoor Recreation and Athletic Activities..... | 6 |
| (7) | Outdoor Recreation: Outdoor Swimming Pools | 8 |
| (8) | Drive-In Gatherings | 9 |
| (9) | Religious Activities..... | 10 |
| (10) | Political Activity | 12 |
| (11) | Outdoor Playgrounds | 15 |

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

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

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

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

(2) Outdoor Recreation: Golf and Tennis

- a. Basis for Addition. Non-contact outdoor sports like tennis and golf involve a low number of contacts and a high proximity of contact, as long as the groups engaged in play together are small, maintain required physical distance, and do not share equipment among different Households. Also, interactions and activities that occur outdoors carry a lower risk of transmission than most indoor interactions and activities. And the risk of transmission can be further mitigated by sanitation and hygiene practices. Finally, because outdoor recreation is already allowed under the Order, resumption of this activity is expected to result in only a relatively modest increase in mobility and may decrease congestion in other outdoor locations like public parks and beaches.
- b. Description and Conditions. Individuals may play tennis and golf outdoors, and outdoor tennis and golf facilities/clubs may open, subject to the following conditions:
 1. Face Coverings must be worn by all golf and tennis facility/club Personnel, subject to the limited exceptions in Health Officer Order No. C19-12 (e.g., for young children), including as that order may be amended from time to time;
 2. All golf and tennis players must wear a Face Covering while in facility/club parking lots, when entering and exiting facilities/clubs, and while waiting to play—Face Coverings may be removed during play if nobody from a different Household is within 30 feet of the player;
 3. For golf, a maximum of four people from the same or different Households may share a tee time but members of different Households may not share a golf cart or any equipment and must maintain at least six feet of physical distance from each other at all times. Tee times must be scheduled 10 minutes or more apart;
 4. Doubles tennis and pickleball may be played between members of up to four different Households. Tennis and pickleball players from different Households may not share equipment and should maintain at least six feet of distance between each other to the greatest extent possible—it is strongly recommended that they maintain that distance at all times; and
 5. Before resuming or continuing operations, each golf or tennis facility/club must create, post and implement a Social Distancing Protocol checklist (Appendix A to this Order) and comply with Health Officer Directive No. 2020-15, including as that

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directive may be amended from time to time, regarding required best practices for tennis and golf.

(Added June 1, 2020; Non-substantive revisions July 13, 2020; Revised September 1, 2020, December 4, 2020, December 9, 2020, January 27, 2021, and March 2, 2021)

(3) Outdoor Recreation: Dog Parks

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

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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 other Households to the maximum extent possible. But individuals may participate in small outdoor gatherings subject to the following conditions:
 1. No more than three different Households up to a maximum of 12 people in total between all Households, may participate in any other outdoor gathering under this section, unless all are members of the same Household.
 2. Gatherings that involve eating or drinking must be limited to no more than three different Households up to a maximum of six people in total between all Households;
 3. Participants outside of the same Household should maintain six feet of physical distance between each other to the greatest extent possible. 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. C19-12 (the Face Covering Order), including as that order may be amended from time to time; and
 4. Participants and hosts of small outdoor gatherings must comply with Health Officer Directive No. 2020-19, including as that directive may be amended from time to time, 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.sfdcp.org/communicable-disease/diseases-a-z/covid19whatsnew.

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

(Added June 11, 2020; Non-substantive revisions July 13, 2020 and September 14, 2020; Revised October 20, 2020; Suspended December 4, 2020; Revised December 9, 2020, and March 2, 2021; Reinstated and revised January 27, 2021)

(5) Libraries for Curbside Pickup and Return

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

(Added July 20, 2020)

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

- a. **Basis for Addition.** In general, the more people from outside their Household with whom a person interacts, the closer the physical interaction is, the greater the physical exertion is, and the longer the interaction lasts, the higher the risk that a person with COVID-19 infection may spread it to others. Youth and adult sports include varied activities that have different levels of risk for transmission of COVID-19. Based on current scientific evidence, outdoor activities present significantly lower risk of transmission relative to comparative indoor activities. And risk of transmission can be reduced by using mitigation strategies such as Face Coverings and maintaining physical distance to the greatest extent possible.

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b. Description and Conditions.

1. Organized Non-Professional Youth and Adult Sports, Dance, and Exercise.

Organized non-professional youth sports, dance and exercise—including school- and community-sponsored programs, and private clubs and leagues—and recreational organized adult group sports, dance, and exercise activities (collectively, “youth and adult sports”) may occur, subject to the following conditions:

- i. Except as expressly provided in section __ of Appendix C-1 of this Order, **no indoor sports, dance, or exercise is allowed at this time.** Youth and adult sports activities must occur completely outdoors.
- ii. The following **outdoor** organized sports are allowed at this time:
 - Physical conditioning, practice, skill-building, and training with at least six feet of physical distancing;
 - Outdoor, low-contact sports—i.e., sports that allow participants to easily maintain physical distancing of at least six feet;
 - Outdoor moderate-contact sports—i.e., sports that can be played with only incidental or intermittent close contact between participants; and
 - Outdoor high-contact sports—i.e., sports that involve frequent or sustained close contact (and in many cases, face-to-face contact) between participants and high probability that respiratory particles will be transmitted between participants.

For an illustrative list of outdoor low-contact, moderate-contact, and high-contact sports, see CDPH’s guidance on Outdoor and Indoor Youth and Recreational Adult Sports, available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>.

- iii. The activity must comply with all of the relevant requirements set forth in the State’s guidance on Outdoor and Indoor Youth and Recreational Adult Sports (referenced above) and Health Officer Directive No. 2021-01, including as that directive may be amended from time to time.

2. Low-contact, moderate-contact, and high-contact informal recreational and athletic activities with members of other Households may occur, subject to the following conditions:

- i. Except as expressly provided elsewhere in this Order, no more than three Households (up to 12 people total) may engage in these recreational and athletic activities together at any one time;
- ii. No equipment (except balls, frisbees, or other similar recreational projectiles) may be shared between Households;

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- iii. All recreational and athletic activities with members of another Household must occur entirely outdoors;
- iv. Members of separate Households should maintain at least six feet of physical distance whenever possible;
- v. and
- vi. Face Coverings must be worn at all times, subject to the limited exceptions in Health Officer Order No. C19-12 (e.g., for young children), including as that order may be amended from time to time.

For an illustrative list of outdoor low-contact, moderate-contact, and high-contact sports, see CDPH's guidance on Outdoor and Indoor Youth and Recreational Adult Sports, available at <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>.

(Added September 1, 2020; Suspended December 4, 2020; Reinstated and revised December 9, 2020; Revised January 27, 2021, March 2, 2021)

(7) Outdoor Recreation: Outdoor Swimming Pools

- a. Basis for Addition. Outdoor swimming pools have few high-touch surfaces and do not require shared equipment. Risks associated with outdoor swimming pools can be substantially mitigated with limitations to ensure adequate social distancing and limit intermixing between Households.
- b. Description and Conditions. Beginning at 9:00 a.m. on September 1, 2020, individuals may use outdoor swimming pools, and outdoor swimming pools may open and operate, subject to the following conditions:
 - 1. Lap swimming must be limited to one swimmer per lane, except that members of the same Household may occupy a single lane;
 - 2. Use of shared swimming areas must be limited to no more than two swimmers from different Households per 300 square feet of shared pool space;
 - 3. Except for members of the same Household, swimmers must remain at least six feet apart at all times;
 - 4. Locker rooms must be closed to the public, except for use as a restroom;
 - 5. All gatherings are prohibited outside the pool, such as on pool decks, except (1) as expressly provided in Section 4, above, or Section 9 of Appendix C-1; and (2) members of a Household may observe a child or other person swimming to ensure safety and supervision; and

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6. Before resuming operations, each outdoor swimming pool must create, post and implement a Social Distancing Protocol and comply with the relevant provisions of Health Officer Directive No. 2020-24.

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

(8) Drive-In Gatherings

- a. Basis for Addition. Drive-In Gatherings where all individuals remain in vehicles with members of their Household involve low contact intensity and frequency. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. Description and Conditions. Drive-in gatherings, where participants stay in their vehicles, are permitted subject to the following conditions:
 1. All Drive-In Gatherings must be provided entirely outdoors in an area large enough to accommodate all distancing requirements of Directive 2020-28, including as that directive may be amended from time to time;
 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, to purchase or pickup food and beverage concessions in accordance with required safety protocols, or during an emergency;
 4. Live performances are allowed with up to six performers who must wear Face Coverings and maintain at least six feet of distance from anyone from another Household, except that one performer may sing, chant, shout or play a wind or brass instrument (with a covering over the instrument) if that person is at least 12 feet from others;
 5. Face Coverings must be worn at all times a participant is outside the bounds of their vehicle or inside or sitting on the vehicle unless the participant is inside the vehicle and all windows are closed, in accordance with Health Officer Order C19-12 (the “Face Covering Order”), including as that order may be amended from time to time; and
 6. Before hosting a Drive-In Gathering, the Host must create, post and implement a Social Distancing Protocol and comply with the relevant provisions of Health Officer Directive No. 2020-28, including as that directive may be amended from time to time.

(Added September 14, 2020; Suspended December 4, 2020; Reinstated in part and revised January 20, 2021; Revised January 27, 2021, and March 2, 2021)

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[Revised March 2, 2021]

(9) Religious Activities

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

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[Revised March 2, 2021]

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

3. **Gatherings for Indoor Religious Services and Cultural Ceremonies:** As of February 6, 2021, 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. The facility must strictly limit attendance at Indoor Religious Gatherings to 25% of the capacity of the building. Capacity limits include congregants, visitors and other Participants, but do not include Personnel. The limit must be reduced below 25% 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. 2020-34b, 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

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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.sfcddcp.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 and Personnel must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is revised in the future. A Face Covering is not required 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 8.o of this Order and create, post, and implement a Social Distancing Protocol (Section 4.d and Appendix A of this Order).

(Added September 14, 2020; Revised September 30, 2020, December 4, 2020, and January 27, 2021; Non-substantive revisions October 20, 2020; Revised and subsection suspended November 28, 2020; Subsection reinstated with non-substantive revisions February 8, 2021)

(10) Political Activity

- a. Basis for Addition. In an effort to balance core First Amendment interests with public health, the Health Officer is creating special provisions for political activities. Even with adherence to physical distancing and face covering requirements, bringing members of different Households together to engage in in-person protests carries a higher risk of widespread transmission of COVID-19. Such gatherings may result in increased rates of infection, hospitalization, and death, especially among more vulnerable populations. In particular, activities like chanting, shouting, singing, and group recitation negate the risk-reduction achieved through six feet of physical distancing and face covering. Therefore, even though in-person political protests are allowed by this provision, with safety limitations, it is strongly recommended that individuals use alternative means of expression for the time being, such as the many online and broadcasting platforms available in the digital age, in place of in-person gatherings.

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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. C19-12, including as that order may be amended from time to time, 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).

4. **Indoor Political Protest Gatherings:** Facilities and groups may hold outdoor gatherings for in-person political protests, subject to the following conditions:
 - i. The facility must strictly limit attendance at Indoor Political Protest Gatherings to 25% of the capacity of the building. Capacity limits include do not include Personnel. The limit must be reduced below 25% 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 screen all participants using the standard screening questions attached to the Order as Appendix A and Attachment A-2 (the "Screening Handout for Non-Personnel"). Screening must occur before people enter the facility to prevent the inadvertent spread of the SARS-CoV-2 virus. A copy of the Screening Handout for Non-Personnel must be provided to anyone on request, although a poster or other large-format version of the Screening Handout for Non-Personnel may be used to review the questions with people verbally. Any person who answers "yes" to any

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screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the facility, and should be referred for appropriate support as outlined on the Screening Handout for Non-Personnel. The facility can use the guidance available online at www.sfcdep.org/screen for determining how best to conduct screening;

- iii. All participants and Personnel must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12, including as that order may be amended from time to time;
 - iv. Singing, shouting, and chanting are not allowed during an Indoor Political Protest Gathering at this time. Even while wearing a Face Covering, these activities greatly increase the distribution of contaminated exhalations which increases the potential for broad transmission of the virus.
 - v. If an individual is engaged in prolonged speaking such as during a speech, they must speak at least 12 feet from people who are not part of their Household at all times and must wear a Face Covering at all times, subject to the limited exceptions in Health Officer Order No. C19-12, including as that order may be amended from time to time. Speakers should not raise their voice and should use microphones or other public address systems whenever feasible; and
 - vi. The facility must comply with the Social Distancing Requirements set forth in Section 8.o of this Order and create, post, and implement a Social Distancing Protocol (Section 4.d and Appendix A of this Order).
2. Outdoor Political Protest Gatherings: Facilities and groups may hold outdoor gatherings for in-person political protests, subject to the following conditions:
- i. Participants must maintain at least six feet of distance from members of different Households;
 - ii. All participants must wear a Face Covering, subject to the limited exceptions in Health Officer Order No. C19-12 (e.g., for young children), including as that order may be amended from time to time; and
 - iii. No food or beverages may be served or sold;
 - iv. One individual at a time may sing, chant, or shout, provided: (1) the person singing, chanting, or shouting is at least 12-feet from any other person; and (2) the person singing, chanting, or shouting is wearing a Face Covering at all times;
 - v. No sharing or common use of objects or equipment is permitted unless those objects or equipment are sanitized with cleaning products effective against COVID-19 in between uses by members of different Households;
 - vi. The gathering must comply with all of the relevant requirements set forth in Health Officer Directive No. 2020-19, including as that directive may be amended from time to time, regarding outdoor gatherings; and

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- vii. All participants must comply with any requirements—including permitting requirements and conditions—imposed by applicable public authorities.

(Added September 14, 2020; Revised September 30, 2020, December 4, 2020, January 27, 2021, March 2, 2021; Non-substantive revisions October 20, 2020)

(11) Outdoor Playgrounds

- a. Basis for Addition. Although taking children to a playground may involve mixing of Households, individuals can wear Face Coverings at all times and maintain at least six feet of physical distance from members of other Households except for short interactions. No inherently risky activities (e.g., singing, shouting, eating, drinking, etc.) are involved. Also, outdoor activities carry a lower risk of transmission than indoor interactions and activities, and risk of transmission can be reduced through health protocols.
- b. Description and Conditions. Outdoor public playgrounds may open subject to the following conditions:
 - 1. Face Coverings must be worn by all people in the playground at all times, subject to the limited exceptions in Health Officer Order No. C19-12d (e.g., for young children), including as that order is amended in the future;
 - 2. All people (including children and adults) in the playground must maintain at least six feet of physical distance from people other than those in their same Household;
 - 3. Outdoor public playground operators and all people (including children and adults) in playgrounds must comply with all of the relevant requirements set forth in Health Officer Directive No. 2020-36 regarding outdoor public playgrounds.

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

COVID-19 Restrictions: Red Tier Reopening in San Francisco* (Updated March 2, 2021)

**This reopening is based on the State having reassigned San Francisco from the purple to the less restrictive red tier on March 2 and case rates and hospitalizations in San Francisco remaining generally flat or declining. The virus continues to circulate in San Francisco, the region and beyond. More contagious variants pose a threat. Businesses and individuals will have to take extreme care and comply with safety precautions to allow reopenings to proceed. The Bay Area is at risk of a fourth surge if face coverings, social distancing and other safety measures are not maintained.*

General COVID-19 safety requirements:

- **Face coverings.** All individuals must wear face coverings when outside their home, including when exercising. There are limited exceptions, such as when people are actively eating or drinking while seated at a table at an outdoor dining establishment. Guidance regarding well-fitted masks may be found at www.sfcdep.org/maskingupdate.
- **Social distancing.** Individuals from different households generally must maintain at least six feet of distance between each other.
- **Safety protocols.** All allowed business and other activities must be done in compliance with specified safety protocols, including health directives for those businesses and other activities. More information about these safety requirements (including, among many other things, about guidelines for outdoor shelters and ventilation as noted below) may be found at <https://www.sfcdep.org/infectious-diseases-a-to-z/coronavirus-2019-novel-coronavirus/coronavirus-2019-businesses/#1599938757193-9b58ac12-8b50>.
- **Outdoor shelters.** Outdoor businesses and activities may use outdoor shelters that comply with health guidelines, to help protect patrons and participants from the weather. Generally, these guidelines allow two non-adjacent sides to be enclosed as long as there is adequate air flow.
- **Capacity monitoring.** All indoor businesses that are allowed to open and serve members of the public indoors must comply with requirements to monitor capacity. Capacity limits that are based on a percentage of maximum occupancy for the indoor space must be reduced to the capacity that allows all patrons and personnel to maintain at least six feet of physical distance if that capacity is lower.
- **Ventilation.** All businesses that are allowed to operate indoors are required to post a placard at the entrance to the business showing whether the business is implementing any ventilation measures consistent with DPH guidance.
- **Employee breakrooms.** Breakrooms must meet certain safety requirements, including signage, staggered schedules, 25% capacity limits and encouragement to eat outdoors or away from other people.
- **Vaccination.** Currently, all COVID-19 health rules apply equally to those people who have been vaccinated for COVID-19 as to those who have not. There is a limited exception from quarantine requirements for some people who have been fully vaccinated. See details at www.sfcdep.org/quarantineaftervaccination.

Key: **Yellow** highlighting below indicates significant changes as of March 3, 2021 for the reopening or expansion of business and other activities in the red tier under San Francisco's Stay-Safer-At-Home Order. In certain instances San Francisco restricts businesses and activities beyond what the State allows in the red tier, as generally indicated below in brackets. "Open" or "allowed" means allowed with safety modifications. "Closed" or "prohibited" means suspended until health conditions allow for a safer reopening as the Health Officer determines according to the State's color-coded four-tier Blueprint for a Safer Economy. If there is any conflict or inconsistency between the summary in this chart and the more detailed operative requirements in the Order and directives, the Order and directives control.

| Business or Activity Category | Red Tier Baseline/SF Additional Restrictions |
|--|---|
| Retail stores for goods: outdoor curbside | Open. |
| Standalone grocery stores | Open with capacity limited to 50% of maximum occupancy based on patrons only. [State = 100%; SF = 50%.] No eating or drinking is allowed in the stores. Additionally, stores should institute special hours for unvaccinated older adults and others who are unvaccinated with chronic conditions or compromised immune systems. |
| Retail stores for goods: essential, indoors (e.g. pharmacies, hardware, etc.) | Open with capacity limited to 25% of maximum occupancy based on patrons only. [State = 50%; SF = 25%.] No eating or drinking is allowed in the stores. Additionally, stores should institute special hours for unvaccinated older adults and others who are unvaccinated with chronic conditions or compromised immune systems. |
| Retail stores for goods: non-essential, indoors (e.g. clothing stores, book shops, etc.) | Open with capacity limited to 25% of maximum occupancy based on patrons only. [State = 50%; SF = 25%.] No eating or drinking is allowed in the stores. Additionally, stores should institute special hours for unvaccinated older adults and others who are unvaccinated with chronic conditions or compromised immune systems. The SF night-time limit on gatherings and business operations is lifted, so the 10 p.m. closure requirement no longer applies non-essential retail. |
| Shopping centers, including enclosed malls | Open for indoor operations (center as a whole and individual stores) at 25% capacity based on patrons only, with a safety plan approved by the Health Officer. [State = 0%; SF = 25%.] Indoor common areas where people may gather must remain closed. Indoor food courts may open at up to 25% capacity with a maximum of 100 people, but they must implement one of the required ventilation measures and a system to monitor entry of patrons to the food court area. They must also follow all the safety protocols for indoor dining. Shopping center operators must submit an updated plan to the Health Officer to reopen food courts (but the update does not require approval). Additionally, shopping centers should institute special hours for seniors and others with chronic conditions or compromised immune systems. |
| Outdoor retail for goods | Open. |
| Low-contact indoor retail services (pet grooming, shoe repair, etc.) | Open indoors at 25% capacity (patrons only); outdoor curbside pick-up and drop-off by patrons is strongly encouraged to the extent feasible. [State = 50%; SF = 25%.] |
| Indoor equipment rental business (bike rental, etc.) | Open with a capacity limit of 25% of maximum occupancy based on patrons only. [State = 50%; SF = 25%.] |
| Dining: outdoors | Open outdoors (not indoors), with no percentage occupancy limit but with restrictions on table size, spacing and mixing of households. |

| Business or Activity Category | Red Tier Baseline/SF Additional Restrictions |
|-------------------------------|--|
| | <ul style="list-style-type: none"> • Dining establishments must limit tables to three households (increased from two households) of up to six people total per table. [SF more restrictive than State.] • Allow barriers between tables under certain circumstances. • Tables are generally required to be spaced at least six feet apart (measured from chair of one table to chair of another). <ul style="list-style-type: none"> ○ Barriers may still be placed between tables that are at least six feet apart. ○ For outdoor dining establishments that were open before December 6, 2020 (i.e., when SF suspended outdoor dining) and placed barriers between tables in lieu of six-foot minimum distancing (in accordance with applicable permits and approvals), they may continue to use barriers in lieu of six foot distancing. But no new barriers are allowed in lieu of six-feet spacing. ○ Placement of barriers between outdoor tables is still subject to state requirements, but the state is revising its ventilation guidance for outdoor dining. ○ By March 10, 2021 (i.e., one week after the health order goes into effect) outdoor dining establishments must post signage advising outdoor dining patrons that seating arrangements with at least six feet distance between seated patrons is generally safer than seating arrangements using a barrier with less than six feet distance, and satisfying the other sign content requirements described below under indoor dining. • Unvaccinated older adults and other unvaccinated people with chronic conditions or compromised immune systems – and those who live with them – are urged to defer participating in outdoor dining at this time. Dining establishments operating outdoor dining must post signage containing this caution along with the other cautions and information described below under indoor dining. [SF additional requirement.] • Patrons must be seated at a table to eat or drink and may only remove face coverings when eating or drinking, meaning, for instance, they must put on face coverings when staff approach the table to take an order, deliver meals or clear the table. • The SF night-time restrictions are lifted, so the 10 p.m. closure requirement no longer applies to outdoor dining or to any other non-essential business or gathering, except indoor dining. • Take-out and delivery may continue. Indoor dining is not allowed at this time. • Live entertainment is allowed but no singing or brass or wind instruments at this time. |

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| | <ul style="list-style-type: none"> The dining establishment’s designated Worksite Safety Monitor must develop and implement a plan to ensure that all patrons and personnel comply with the health directive for dining (e.g., the plan may involve designating a staff member for each shift to monitor for improper crowding or gathering). |
| Dining: indoors | <p>Open at up to 25% occupancy based on patrons only, with not more than 100 people, with tables spaced at least six feet apart (measured from chair of one table to chair of another), and subject to the following additional SF restrictions:</p> <ul style="list-style-type: none"> Tables are limited to four people from only one household. No television or live entertainment is allowed. Each seating is limited to two hours. The dining establishment must implement at least one DPH ventilation measure and display a placard at the entrance. Indoor dining must close by 10 p.m. (meaning indoor service must stop by 10 p.m. and guests must leave all tables by 10:30 p.m.) and remain closed until 5 a.m. Outdoor dining and take-out service are not subject to those night-time hours restrictions. As soon as possible, and no later than March 10, 2021 (i.e., one week after the health order goes into effect), all dining establishments that are open to the public (indoors or outdoors) must post signage describing the relative risks associated with dining. The signage must: (1) advise all patrons that dining outdoors is generally safer than dining indoors; (2) recommend that unvaccinated older adults and other unvaccinated people with chronic conditions or compromised immune systems – and those who live with them – defer dining out at this time; and (3) advise outdoor dining patrons that seating arrangements with at least six feet distance between seated patrons is generally safer than seating arrangements using a barrier with less than six feet distance. The City will make available a template sign that satisfies this requirement. All dining establishments (including those operating indoor as well as outdoor or take-out dining) must post signage indoors for employees with information about how they may get vaccinated. |
| Bars: indoors and outdoors | Closed (including wineries and brewpubs and except for bars serving bona fide meals, below). |
| Bars serving meals | Open for outdoor dining, indoor dining at up to 25% capacity (with a maximum of 100 people) and take-out and delivery, all subject to the same protocols that apply to dining. The sale of alcoholic beverages for consumption on the premises without a bona fide meal (i.e., enough food |

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| | to be a main course) is prohibited, and each patron ordering an alcoholic beverage for consumption on site must also order a bona fide meal; this requirement applies to all dining. |
| Coffee shops | Open outdoors, indoors at up to 25% capacity (with a maximum of 100 people) and for take-out and delivery, subject to the same restrictions that apply to dining. |
| Farmers markets | Open outdoors with safety modifications. |
| Food trucks | Open outdoors with distancing requirements for people in line. Eating or drinking in seating areas for food truck patrons must follow the safety protocols for outdoor dining (except for table service). |
| Manufacturing and warehousing (essential and non-essential) | Open. |
| Professional sports – practices, games, and tournaments (no spectators) | Allowed with broadcasting but without live audiences. [SF requires an approved health and safety plan, including testing, bubbles (stable pods of players and staff) and safety restrictions on visiting teams.] |
| Entertainment venues (no spectators) | Allowed with broadcasting but without live audiences. [SF requires an approved health and safety plan, including testing and bubbles (stable pods and entertainers and staff).] |
| Film and media production – indoors and outdoors | Allowed if (1) a small production outdoors with face coverings and distancing, or (2) if a large production or occurs indoors, with testing and other safety protocols or an approved health and safety plan; and craft services are also allowed outdoors and indoors with the same safety measures that apply to dining. Face coverings may be removed temporarily as needed for makeup application or removal under the rules for personal care services (below). |
| Live streaming or broadcasting | Allowed for personnel necessary to stream (no spectators) up to 12 people, with special requirements for singing or playing wind or brass instruments. |
| Outdoor fitness classes | Open with safety modifications including distancing and face-coverings. [No State cap; SF cap =25 participants (excluding instructors).] |
| Indoor fitness classes | Closed. Indoor group cardio or aerobic classes (such as spinning, boot camps and kickboxing), as well as hot yoga or similar group classes, are not allowed at this time. Indoor group fitness classes that do not increase the participants' breathing rate (such as gentle stretching, yoga and meditation) are allowed under the safety protocols for gyms and fitness centers. |
| Gyms and fitness centers: outdoors | Open with safety modifications including distancing and face-coverings and with no special capacity limit. |
| Gyms and fitness centers: indoors | Open at up to 10% capacity. Includes indoor climbing gyms. Ventilation measures are strongly encouraged but not required in the areas where people are exercising (and |

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| | where face coverings are required at all times). Indoor locker rooms and showers must remain closed for now [additional SF restriction]. Sauna, steam rooms and hot tubs remain closed per State rules. Indoor gyms and fitness centers may also open at up to 10% capacity in apartment and condominium buildings, hotels, and other settings where they are an amenity if personnel supervise the patrons' use to help ensure compliance with required safety protocols. |
| Indoor household services | Allowed. |
| Non-essential offices | Closed. Remote work and minimum operations only. |
| Essential offices | Open [SF limits to offices for Essential Businesses (as defined in its Stay-Safer-At-Home Order) and certain limited accessory offices, with required safety protocols]. |
| Outdoor zoos, aquariums, museums | Open, with capacity for zoos limited to 50% of maximum occupancy based on patrons only and with a safety plan approved by the Health Officer; no capacity limit or plan approval is required for outdoor museums. [State = no capacity limit; SF = 50% capacity limit for zoos under existing approved plan. SF has no outdoor aquariums.] |
| Indoor zoos, aquariums and museums | Open at up to 25% capacity indoors under a safety plan approved by the Health Officer. Indoor food and beverage service allowed with the capacity limits, ventilation requirements and subject to the same safety protocols as required for indoor dining. For now the following must remain closed: common area gathering places such as meeting rooms and lounge areas; auditoriums; guided tours, events, classes, and other gatherings; and coat/personal property check services. |
| Personal services (including hair salons and barbershops, nail salons, body art studios and massage studios): outdoors | <p>Open outdoors with no special capacity limit.</p> <ul style="list-style-type: none"> • Temporary removal of face coverings by patrons as needed for treatment (e.g., facials) is allowed if the care provider wears a well-fitted mask – strongly recommended to be a non-vented N95 mask, even if not fit-tested, to provide maximum protection; and the service is provided at least six feet away from others. • Per State rules the following personal services may not 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 and chemical hair services are prohibited outdoors. |
| Personal services (including hair salons and barbershops, nail salons, body art studios and massage studios): indoors | Open indoors at up to 25% of maximum occupancy based on patrons only. [State = no capacity limit; SF = 25%.] Patrons may temporarily remove face coverings if the care provider wears a well-fitted mask – strongly recommended to be a non-vented N95 mask, even if not fit-tested, to provide maximum protection; the service is provided at |

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| | least six feet away from others and preferably in a separate room; and at least one DPH ventilation measure is implemented in the indoor area where the service is performed. |
| Laundromats and dry cleaners | Open with 25% capacity limit based on patrons only. [State = 50%; SF = 25%.] |
| Banks and financial institutions | Open with 25% capacity limit based on patrons only. [State = 50%; SF = 25%.] |
| Outdoor family entertainment centers (e.g. mini-golf, skate parks, etc.) | Open outdoors only consistent with State rule that “outdoor activities may include: outdoor playgrounds, outdoor skate parks, outdoor roller and ice skating at 25% capacity, outdoor laser tag, outdoor paintball, batting cages, kart racing, miniature golf, etc.” |
| Standalone outdoor amusement rides (e.g. Ferris wheels, train rides, carousels and trampolines) | Open. Only one household is allowed per separate space, such as a Ferris wheel cabin or train car [Additional SF requirement]. |
| Open-air boat operators (e.g., tour boats, fishing boats, etc.) | Open for patrons in outdoor areas only; if more than 12 passengers total, must be in physically separated groups of up to 12 passengers in each group. |
| Open-air tour bus operators | Open for patrons in outdoor areas only; if more than 12 passengers, must be in physically separated groups of up to 12 passengers in each group [SF additional requirement]. |
| Hotels and other lodging facilities (e.g., shared rentals) | <p>Open for tourist use as well as COVID-19 mitigation and containment measures, treatment measures, providing accommodation for essential workers, or providing housing solutions, including measures to protect homeless populations.</p> <ul style="list-style-type: none"> Indoor ballrooms, conference rooms, business centers, lounge areas, and other indoor gathering places all must remain closed. No meetings, conferences or gatherings are allowed at this time, including under State rules. Indoor gyms and fitness centers may open at up to 10% capacity so long as personnel supervise their use by guests to help ensure compliance with safety protocols. Ventilation measures are strongly encouraged but not required in the areas where people are exercising (and where face coverings are required at all times). Indoor locker rooms and showers in those gyms and fitness centers remain closed for now. Indoor saunas, steam rooms, and hot tubs must remain closed per State rules. Indoor swimming pools are closed (except for the limited use described in the rules for indoor pools below). Outdoor dining on the lodging premises may operate according to all the health protocols required for outdoor dining. Up to three households may sit at a table; table size remains limited at six people. |

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| | <ul style="list-style-type: none"> • Indoor dining on the lodging premises may resume according to all the required health protocols that apply to indoor dining. Only one household per table. Table size is limited to four people. • Outdoor fitness areas, outdoor tennis courts and outdoor pools on the lodging premises may reopen subject to applicable health directives. • The SF travel quarantine order ended on February 23, 2021, so hotels and lodging facilities are no longer required to book reservations for at least 10 days for people travelling outside the Bay Area. But SF strongly urges businesses, schools and individuals to comply with the State travel advisory. • The State travel advisory continues to apply, recommending that Californians avoid non-essential travel to anywhere in California more than 120 miles from their residence or to other states or countries and also strongly discouraging non-essential travelers from other states or counties from entering California and to follow quarantine procedures if they do. • Lodging facilities must provide information about the State travel advisory to patrons when they are booking a reservation, along with other COVID-19 related materials San Francisco requires for guests. • Any guest who has COVID-19 symptoms or has a close contact with someone who has COVID-19 is also subject to the City’s isolation and quarantine directives. |
| <p>Drive-in events (e.g., drive-in movies and drive-in performances)</p> | <p>Open for drive-in movies and limited live performances with up to 100 vehicles and one household only per vehicle. Live performances are allowed for vehicle gatherings with up to six performers who must wear face coverings and maintain at least six feet of distance from anyone from another household, except that one performer may sing, chant, shout or play a wind or brass instrument (with a covering over the instrument) if that person is at least 12 feet from others. There is no time limit on the duration of drive-in events. Sale of food and non-alcoholic beverages is allowed during drive-in events. Drive-in event operators are encouraged to provide food and beverage concessions through remote ordering and delivery directly to customers in vehicles. Operators may offer in-person purchase and pick up of concession items if they do so in a designated area where the operators meter customers entering the area and meet other safety requirements, including ensuring customers wear face coverings and maintain at least six feet of physical distance from others at all times, do not otherwise gather at the point-of-purchase, and do not consume any food or beverages except inside their vehicles.</p> |
| <p>Indoor movie theaters</p> | <p>Open indoors at up to 25% capacity up to a maximum of 100 people. If a theater complex has multiple individual</p> |

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| | theaters, then the 25% capacity limit applies to the complex as a whole and to each individual theater, and the 100-person maximum occupancy applies to each of the individual theaters. Food or beverage concessions inside movie theaters remain closed for now. [Additional SF restriction.] |
| Real estate showings | Real estate viewings must occur virtually or, if a virtual viewing is not feasible, by appointment; no open houses are allowed. |
| Commercial parking garages | Open. |
| Conventions and trade shows. | Closed. |
| Construction – private construction projects and public works | Allowed (indoors and outdoors). |
| Home and business building maintenance related services (e.g. plumbers, electricians, HVAC repair, handypersons, appliance repair, landscapers, etc.) | Allowed. |
| Auto repair shops, gas stations and car washes | Open at up to 25% capacity limit based on patrons only for indoor spaces open to the public. [State = 50%; SF = 25%.] |
| Taxis and ride share | Open with safety modifications. |
| Parks and beaches | Open to the public. |
| Outdoor botanical gardens and historical sites | Open to the public. |
| Golf | Open for up to foursomes, with all tee times staggered at least 10 minutes apart, and one household only per cart (no sharing of a cart by members of different households), and players from different households should maintain at least six feet of distance to the greatest extent possible. No spectators allowed. |
| Tennis | Open outdoors (not indoors), singles and doubles (may be up to four households, increased from three households), and if the players are members of different households they cannot share equipment and should maintain at least six feet of distance to the greatest extent possible. No spectators allowed. |
| Pickleball | Open outdoors singles or doubles with members of up to four households, and if the players are members of different households they cannot share equipment and should maintain at least six feet of distance to the greatest extent possible. No spectators allowed. |
| Dog parks | Open outdoors. |
| Outdoor gatherings (including social gatherings) | <p>Prohibited, except the following types of outdoor gatherings are allowed:</p> <ul style="list-style-type: none"> • Small outdoor gatherings of no more than three households up to 12 people total, with face coverings |

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| | <p>required (no food or beverage) and with a strong recommendation that participants maintain at least six feet of distance from members of other households [State: no cap on number of people; SF cap = 12];</p> <ul style="list-style-type: none"> • Small outdoor meal gathering where face coverings are removed to eat or drink of no more than three households up to six people total, with a requirement that participants maintain at least six feet of distance from members of other households at all times while their face coverings are removed [State = no cap on number of people; SF cap = 6]; and • Gatherings otherwise allowed for particular sectors with safety modifications (e.g. outdoor religious gatherings, outdoor fitness classes). <p>The SF night-time hours restriction is lifted, so outdoor gatherings no longer need to end by 10 p.m.</p> |
| Indoor gatherings (including social gatherings) | Prohibited among members of different households, except for gatherings otherwise allowed for particular sectors with safety modifications (e.g. indoor religious services or political demonstrations). [State allows up to three households but strongly discourages; SF prohibits.] |
| Libraries: outdoor curbside | Open. |
| Libraries: indoors | Closed. [Additional SF restriction.] |
| Outdoor recreation | <p>Allowed for:</p> <ol style="list-style-type: none"> 1) individuals from up to three households of no more than 12 people total to recreate together outdoors, including (a) outdoor activities that involve sharing projectiles (e.g. throwing a ball or frisbee), (b) outdoor low-contact sports that State guidance allows in the purple tier (such as bocce ball, lawn bowling, walking, running, hiking, biking, dance and martial arts with no contact, etc.), (c) outdoor moderate-contact sports as described below, and (d) outdoor high-contact sports as described below; 2) outdoor recreation activities with members from different households as otherwise expressly provided for specific facilities, such as outdoor pools, tennis and pickleball courts and golf courses; 3) organized and supervised adult leagues or clubs, with stable groups of up to 25 participants on each team (excluding coaches and staff), involving (a) outdoor low contact sports, (b) outdoor moderate-contact sports that the State guidance allows in the red tier (such as baseball, softball, field hockey, gymnastics, cheerleading, and – per State guidelines because sport rules prohibit contact – girls or women’s lacrosse), and (c) outdoor high contact sports that the State guidance allows in the orange tier (including football, basketball, soccer, rugby, crew and boy’s or men’s lacrosse); and |

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| | <p>4) certain organized youth sports dance and exercise programs (as summarized in a separate row below).</p> <ul style="list-style-type: none"> • Participants in outdoor recreation activities must generally (a) try to maintain at least six feet of distance from members of other households to the greatest extent feasible (subject to contact that is part of the necessary play in moderate-contact and high-contact sports) and (b) wear face coverings at all times, including while playing, and satisfy other safety protocols. [Additional SF restrictions.] • As to organized adult sports programs, participants, coaches and staff must wear face coverings at all times, including during practices, breaks and competitions, with a limited exception. Only while playing in a competition for an outdoor low and moderate contact sport, participants may remove face coverings if each participant may easily maintain at least six-foot distancing from other participants, coaches and staff. Participants in competitions involving outdoor high contact sports must wear face coverings including while playing. Face coverings must fit properly covering the nose and mouth, and bandanas, scarves and loosely woven masks are not recommended. [Additional SF restrictions.] • For now adults may participate in only one outdoor sports team at a time [Additional SF restriction]. This limit does not apply to participation in fitness classes. Adults may coach more than one outdoors sports team cohort at a time as long as they wear face coverings and adhere to social distancing. • No spectators are allowed for adult recreation. • Participants, coaches and others are strongly urged not to yell, chant or shout, even if they are wearing a face covering, due to the substantially increased risk of spreading the virus by airborne transmission, except that one person (e.g., the coach) may do so if at least 12 feet away from others and wearing a face covering. Coaches are encouraged to use another means of voice amplification, such as a megaphone, while wearing a face covering. |
| Outdoor swimming pools | Open (except for water slides, rides and other attractions) [SF specific rules: one person per lane, etc.]. Outdoor swimming lessons are allowed. Indoor locker rooms and showers remain closed at this time [additional SF restriction]. Sauna, steam rooms and hot tubs remain closed per State rules. |
| Indoor swimming pools | Closed, except for basic swimming and drowning-prevention classes for children, which are allowed at up to 25% capacity (based on child participants only). Indoor locker rooms and showers remain closed at this time |

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| | [additional SF restriction]. Sauna, steam rooms and hot tubs remain closed per State rules. |
| Recreation facilities (e.g. sports fields, basketball courts, tennis courts, etc.) | Open for activities as provided above for outdoor recreation. No spectators and no food or beverage sales are allowed. |
| Outdoor playgrounds | Open with safety modifications for public children’s playgrounds operated by government entities; public school playgrounds are subject to schools guidance. |
| Indoor playgrounds | Closed. |
| Religious activities: outdoor services and ceremonies | Allowed with no special capacity limit on the maximum number of people. One person may sing or chant, wearing a face covering at all times, staying 12 feet from others [Additional SF restriction]. |
| Religious activities: indoor services and ceremonies | Allowed with capacity limited to 25% of maximum occupancy, beginning on February 6, 2021. Capacity is based on the number of congregants, visitors and other participants, but does not include personnel. All participants and all faith leaders and other personnel must wear face coverings and maintain social distancing from members of other households. Restrictions apply to singing, chanting and playing wind or brass instruments [Additional SF restrictions]. Temporary removal of face coverings by congregants as needed for religious rituals is allowed for as brief a period as possible and with the number of congregants removing face coverings limited to the greatest extent feasible to one person at a time, ensuring at least six feet of distance from members of other households and subject to other required safety precautions. |
| Political demonstrations: outdoors | Allowed with no special capacity limit on the maximum number of people. |
| Political demonstrations: indoors | Allowed with capacity limited to 25% of maximum occupancy. Capacity is based on the number of people attending the gathering, visitors and other participants, but does not include personnel. All speakers and other participants and people attending the gathering, as well as all leaders of the gathering and other personnel, must wear face coverings and maintain social distancing from members of other households. Special restrictions apply to singing, chanting, shouting and playing wind or brass instruments. |
| Schools (TK-12) for in-person learning | Schools that are open may remain open with a COVID-19 safety plan (“CSP”) that meets State guidelines, is approved by the Health Officer and posted on the school’s website. Middle schools and high schools that have not yet opened may open for in-person instruction with a CSP approved by the Health Officer. Elementary schools (TK-6) were already allowed to reopen and may continue to do so with a CSP approved by the Health Officer. All schools |

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| | that have not yet opened must post a CSP on their website for five days before opening, per State rules. |
| Childcare and youth: Pre-K and childcare programs | Open with a capacity limit indoors and outdoors of 16 people (including both adults and children); stable group restrictions and other safety requirements apply. |
| Childcare and youth: out of school time (OST) programs | Open with a capacity limit indoors of 16 people (including both adults and children) and outdoors of 25 children or youth (excluding adults and staff); stable group restrictions and other safety requirements apply. OST programs include 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 (such as music, theater, art, etc.). For now youth may participate in only one OST program at a time. |
| Youth sports, dance and exercise | <p>Allowed if part of an organized and supervised youth sports program (including school, childcare, OST or other community based sponsored program or privately organized club or league) for (1) outdoor low-contact sports (such as bocce ball, lawn bowling, walking, running, hiking, biking, dance and martial arts with no contact, etc.) under State guidance for the purple tier, (2) outdoor moderate-contact sports under the red tier (such as baseball, softball, field hockey, gymnastics, cheerleading, and – per State guidelines because sport rules prohibit contact – girls lacrosse) and (3) outdoor high contact sports including football, basketball, soccer, rugby, crew and boys lacrosse. Programs for outdoor moderate or high contact sports must obtain the written informed consent from the parents or guardians of all youth participants. All youth sports, dance and exercise programs must take place outdoors only (indoors not allowed).</p> <ul style="list-style-type: none"> • Competitions are allowed under state guidelines (only in the county or with teams from adjacent counties – i.e., Marin, San Mateo and Alameda – in the same or less restrictive tier; no travel to other states), and only between two teams at a time. Only one competition per team per day is allowed. Travel out of California for competitions is prohibited. • Youth participants, adult coaches and staff must wear face coverings at all times, including during practices, breaks and competitions, with a limited exception. Only while playing in a competition for an outdoor low and moderate contact sport, youth participants may remove face coverings if each participant can easily maintain at least six-feet distancing from other participants, coaches and staff. Youth participants in competitions involving outdoor high contact sports must wear face coverings including while playing. Face coverings must fit properly covering the nose and |

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| | <p>mouth, and bandanas, scarves and loosely woven masks are not recommended. [Additional SF restrictions.]</p> <ul style="list-style-type: none"> • Capacity for outdoor activities is limited to stable cohorts of up to 25 youth participating in the activity excluding coaches and staff. [Additional SF restriction]. That means up to 25 youth are allowed to practice outdoors at a time, and if two teams are playing against each other in an outdoor competition no more than 25 players from each team are allowed to participate, including any players who are on the sidelines. Outdoor youth sports programs operated by schools may exceed 25 participants if and to the extent necessary to compete in the sport, under a health and safety plan approved by DPH. • For now youth may participate in only one outdoor sports team cohort at a time [Additional SF restriction]. This limit does not apply to participation in fitness classes. Adults may coach more than one outdoors sports team cohort at a time as long as they wear face coverings and adhere to social distancing. • Youth participating in sports requiring specialized equipment (such as football) may use indoor locker rooms to change their clothing as long as: locker rooms are limited to 10% of the facility's maximum capacity; face coverings are worn at all times; showers remain closed; participants minimize their time inside; only one team uses the locker room at a time. Implementation of ventilation measures for locker room use is recommended. • Outdoor sports programs may not coordinate, arrange, or engage in travel outside of San Francisco so that its participants may engage in athletic activity that is not allowed in San Francisco (e.g., playing a sport not currently allowed in San Francisco, or practicing or competing outside San Francisco without face coverings in a sport that is allowed in San Francisco only with face coverings). San Francisco sports programs should encourage teams they play in other adjoining counties to follow the same safety protocols. • Physical conditioning, practice, skill building and training may take place outdoors with at least six feet of physical distancing, face coverings, and stable cohorts, are allowed for any sport. • No spectators are allowed, except for parents or guardians of youth participants as allowed under State guidance. • Participants, coaches and others are strongly urged not to yell, chant or shout, even if they are wearing a face covering, due to the substantially increased risk of spreading the virus by airborne transmission, except that one person (e.g., the coach) may do so if at least 12 feet away from others and wearing a face covering. |

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| | Coaches are encouraged to use another means of voice amplification, such as a megaphone, while wearing a face covering. |
| Institutions of higher education (e.g. universities and colleges) and adult vocational training | <p>Open as follows:</p> <ul style="list-style-type: none"> • Outdoor classes. <ul style="list-style-type: none"> ○ Any kind of class allowed (i.e. no longer limited to instruction for certain essential services). ○ Instructors and students may temporarily remove face coverings one person at a time as necessary for specialized instruction in an outdoor class (e.g., cooking or cosmetology class). ○ Capacity limit of 25 students per class; capacity limit no longer includes instructors as well. [SF additional restriction.] • Indoor classes. <ul style="list-style-type: none"> ○ Indoor classes that require specialized equipment or space are allowed. Classes are no longer also limited to training for services related to protecting public health or safety or providing essential government functions (“core essential classes”). ○ The school or program must submit a COVID-19 prevention plan to DPH. ○ For all indoor classes other than core essential classes, capacity is limited to 25% of maximum occupancy (based on students, not teachers or personnel). [SF additional restriction.] Core essential classes do not have a special capacity limit other than as needed to meet social distancing requirements. ○ Instructors and students may remove face coverings one person at a time as necessary for specialized instruction in an indoor class (e.g., training for cooking, cosmetology or healthcare or healing arts) if removal the facility implements at least of the DPH ventilation guidelines for the space and the face covering removal is for as short a duration as possible and otherwise meets the sector safety protocols that apply to the type of class (e.g., indoor personal care services for a cosmetology class.) [SF additional restrictions.] ○ No lectures are allowed, as before, per state limitations. |
| Collegiate sports – practices, games and tournaments | Allowed without in-person spectators and with an approved safety plan subject to similar COVID-19 safety requirements as for professional sports. |
| Public transportation | Open with safety modifications. Under federal rules there are additional restrictions on required face coverings while people are riding public transit or in public transportation facilities (e.g., buses, streetcars, ferries, bus stations, ferry terminals, and airports); properly fitting face coverings covering the nose and mouth are required, and bandanas, |

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| | scarves and loosely woven masks are not allowed in these settings. |
| Non-urgent ambulatory/medical and dental care | Allowed. |
| Elective surgeries | Allowed. |
| Funerals | Allowed outdoors consistent with safety requirements that apply to outdoor religious services or ceremonies, or indoors at up to 25% capacity based on participants (excluding clergy or other personnel) consistent with safety requirements that apply to indoor religious services or ceremonies. No simultaneous services indoors and outdoors. |

Important caution: The San Francisco Health Officer’s decisions to allow the reopening or expansion of business and other activities reflected in this chart balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, there remains a risk that people who you may come into contact with when you are outside your residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to the limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in San Francisco’s Stay-Safer-At-Home Order and companion health directives is to make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently wearing face coverings and following social distancing requirements and all other safety protocols.

People at risk for severe illness with COVID-19 – such as unvaccinated older adults and unvaccinated individuals with health risks – and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Young, Victor \(BOS\)](#); [BOS Legislation, \(BOS\)](#)
Subject: Mayoral Nominations - Historical Preservation Commission and MTA Board of Directors
Date: Tuesday, March 2, 2021 7:55:00 PM
Attachments: [Clerk's Memo 3.2.21.pdf](#)
[2021-Christina Dikas-Resume.pdf](#)
[2021-Christina Dikas-F700.pdf](#)
[2021-Christina Dikas-HPC-Appt Letter.pdf](#)
[2021-Sharon Lai-MTA-Appt Letter.pdf](#)
[sharon_w_lai_resume_040919.pdf](#)
[2020-Sharon Lai-Amd F700.pdf](#)

Hello,

The Office of the Mayor submitted the attached complete nomination packages. Please see the memo from the Clerk of the Board with more information and instructions.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-5184 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

BOARD of SUPERVISORS



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

MEMORANDUM

Date: March 2, 2021
To: Members, Board of Supervisors
From: *ACC* Angela Calvillo, Clerk of the Board
Subject: Mayoral (Re)nominations - Historic Preservation Commission
Municipal Transportation Agency Board of Directors

On March 1, 2021, the Office of the Mayor submitted the following complete nomination packages.

Pursuant to Charter, Section 4.135, this nomination is subject to approval by a majority of the Board of Supervisors who shall hold a public hearing and vote on the nomination within 60 days (April 30, 2021) of the Mayor's transmittal of the nomination to the Clerk of the Board of Supervisors.

- **Christina Dikas** - Historic Preservation Commission - term ending December 31, 2024

Pursuant to Charter, Section 8A.102, this renomination is subject to confirmation by the Board and not effective until the Board takes action.

- **Sharon Lai** - Municipal Transportation Agency Board of Directors - March 1, 2025

Pursuant to Board Rule 2.18.1 and 2.18.2, the Clerk of the Board shall refer the motion to the Rules Committee and work with the Rules Committee Chair to schedule a hearing.

c: Aaron Peskin - Rules Committee Chair
Alisa Somera - Legislative Deputy
Victor Young - Rules Clerk
Anne Pearson - Deputy City Attorney
Sophia Kittler - Mayor's Legislative Liaison

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Nomination of Appointment

March 1, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter §4.135, of the City and County of San Francisco, I make the following nomination:

Christina Dikas, for appointment to Seat 3 of the Historic Preservation Commission for a four-year term ending December 31, 2024, formerly held by Jonathan Pearlman.

I am confident that Ms. Dikas will serve our community well. Attached are her qualifications to serve, which demonstrate how her appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

I encourage your support and am pleased to advise you of this appointment nomination. Should you have any question about this appointment nomination, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Nomination of Reappointment

March 1, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter §8A.102, of the City and County of San Francisco, I make the following nomination:

Sharon Lai, for reappointment to the San Francisco Municipal Transportation Agency Board of Directors for a four-year term ending March 1, 2025.

I am confident that Ms. Lai will continue to serve our community well. Attached are her qualifications to serve, which demonstrate how her reappointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

I encourage your support and am pleased to advise you of this reappointment nomination. Should you have any question about this reappointment nomination, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

From: [Mchugh, Eileen \(BOS\)](#)
To: [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)
Cc: [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Young, Victor \(BOS\)](#); [BOS Legislation, \(BOS\)](#); [Kittler, Sophia \(MYR\)](#); [Peacock, Rebecca \(MYR\)](#); [PEARSON, ANNE \(CAT\)](#)
Subject: TIME SENSITIVE: Mayoral Reappointments - War Memorial Board of Trustees
Date: Thursday, March 4, 2021 4:40:23 PM
Attachments: [Clerk's Memo 3.4.21.pdf](#)
[2021-Charlotte Shultz-Annual F700.pdf](#)
[2021-Charlotte Shultz-Bio.docx](#)
[2021-Charlotte Shultz-WAR-Appt Letter.pdf](#)
[2021-Nancy Bechtle-Bio.doc](#)
[2021-Nancy Bechtle-WAR-Appt Letter.pdf](#)
[2021-Nancy Bechtle-Annual F700.pdf](#)
[2020-Wallace Levin-Annual F700.pdf](#)
[2021-Wallace Levin-Bio.docx](#)
[2021-Wallace Levin-WAR-Appt Letter.pdf](#)
[2021-Gorretti Lui-WAR-Appt Letter.pdf](#)
[2020-Gorretti Lui-Annual F700.pdf](#)
[2021-Gorretti Lo Lui-Bio.docx](#)
[2020-Diane Wilsey-F700.pdf](#)
[2021-Diane Wilsey-Bio.docx](#)
[2021-Diane Wilsey-WAR-Appt Letter.pdf](#)
[2021-Paul Pelosi-WAR-Appt Letter.pdf](#)
[2020-Paul Pelosi-Annual F700.pdf](#)
[2021-Paul Pelosi-Bio.pdf](#)
[2020-Gina Moscone-Annual F700.pdf](#)
[2021-Gina Moscone-Annual Bio.pdf](#)
[2021-Gina Moscone-WAR-Appt Letter.pdf](#)

Hello,

The office of the Mayor submitted the complete attached reappointment packages pursuant to Charter, Section 3.100(18). Please see the attached memo from the Clerk of the Board for more information and instructions.

Thank you,

Eileen McHugh
Executive Assistant
Board of Supervisors
1 Dr. Carlton B. Goodlett Place, City Hall, Room 244
San Francisco, CA 94102-4689
Phone: (415) 554-5184 | Fax: (415) 554-5163
eileen.e.mchugh@sfgov.org | www.sfbos.org

BOARD of SUPERVISORS



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

MEMORANDUM

Date: March 4, 2021
To: Members, Board of Supervisors
From: *ACC* Angela Calvillo, Clerk of the Board
Subject: Mayoral Reappointments - War Memorial Board of Trustees

On March 3, 2021, the Mayor submitted the following complete reappointment packages pursuant to Charter, Section 3.100(18). Appointments in this category are effective immediately unless rejected by a two-thirds vote of the Board of Supervisors within 30 days.

- **Charlotte Mailliard Shultz** - term ending January 2, 2025
- **Nancy Bechtle** - term ending January 2, 2025
- **Lt. Col. Wallace Levin** - term ending January 2, 2025
- **Gorretti Lo Lui** - term ending January 2, 2025
- **Diane "Dede" Wilsey** - term ending January 2, 2025
- **Paul F. Pelosi** - term ending January 2, 2025
- **Mrs. Eugenia Moscone** - term ending January 2, 2025

Pursuant to Board Rule 2.18.3, a Supervisor may request a hearing on a Mayoral appointment by timely notifying the Clerk in writing.

Upon receipt of such notice, the Clerk shall refer the appointment to the Rules Committee so that the Board may consider the appointment and act within 30 days of the transmittal letter as provided in Charter, Section 3.100(18).

If you would like to hold a hearing on any of these reappointments please let me know in writing by **12:00 p.m. on Wednesday, March 10, 2021**, and we will work with the Rules Committee Chair to schedule a hearing.

c: Aaron Peskin- Rules Committee Chair
Alisa Somera - Legislative Deputy
Victor Young - Rules Clerk
Anne Pearson - Deputy City Attorney
Sophia Kittler - Mayor's Legislative Liaison

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Reappointment

March 3, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter Section 3.100(18), of the City and County of San Francisco, I make the following reappointment:

Charlotte Mailliard Shultz to the War Memorial Board of Trustees for a four-year term ending January 2, 2025.

I am confident that Ms. Shultz will continue to serve our community well. Attached are her qualifications to serve, which demonstrate how her appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any question about this appointment, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Reappointment

March 3, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter Section 3.100(18), of the City and County of San Francisco, I make the following reappointment:

Nancy Bechtle to the War Memorial Board of Trustees for a four-year term ending January 2, 2025.

I am confident that Ms. Bechtle will continue to serve our community well. Attached are her qualifications to serve, which demonstrate how her appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any question about this appointment, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Reappointment

March 3, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter Section 3.100(18), of the City and County of San Francisco, I make the following reappointment:

Lt. Col. Wallace Levin to the War Memorial Board of Trustees for a four-year term ending January 2, 2025.

I am confident that Lt. Col. Levin will continue to serve our community well. Attached are his qualifications to serve, which demonstrate how his appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any question about this appointment, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Reappointment

March 3, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter Section 3.100(18), of the City and County of San Francisco, I make the following reappointment:

Gorretti Lo Lui to the War Memorial Board of Trustees for a four-year term ending January 2, 2025.

I am confident that Ms. Lui will continue to serve our community well. Attached are her qualifications to serve, which demonstrate how her appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any question about this appointment, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Reappointment

March 3, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter Section 3.100(18), of the City and County of San Francisco, I make the following reappointment:

Diane "Dede" Wilsey to the War Memorial Board of Trustees for a four-year term ending January 2, 2025.

I am confident that Ms. Wilsey will continue to serve our community well. Attached are her qualifications to serve, which demonstrate how her appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any question about this appointment, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Reappointment

March 3, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter Section 3.100(18), of the City and County of San Francisco, I make the following reappointment:

Paul F. Pelosi to the War Memorial Board of Trustees for a four-year term ending January 2, 2025.

I am confident that Mr. Pelosi will continue to serve our community well. Attached are his qualifications to serve, which demonstrate how his appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any question about this appointment, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

Notice of Reappointment

March 3, 2021

San Francisco Board of Supervisors
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

Honorable Board of Supervisors,

Pursuant to Charter Section 3.100(18), of the City and County of San Francisco, I make the following reappointment:

Eugenia Moscone to the War Memorial Board of Trustees for a four-year term ending January 2, 2025.

I am confident that Mrs. Moscone will continue to serve our community well. Attached are her qualifications to serve, which demonstrate how her appointment represents the communities of interest, neighborhoods and diverse populations of the City and County of San Francisco.

Should you have any question about this appointment, please contact my Director of Commission Affairs, Tyra Fennell, at 415-554-6696.

Sincerely,

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

London N. Breed
Mayor, City and County of San Francisco

From: yramc44308@aol.com
To: [Ng, Wilson \(POL\)](#); [BOS-Supervisors](#); [Calvillo, Angela \(BOS\)](#)
Cc: aeboken@gmail.com
Subject: Trocadero Road House
Date: Monday, March 1, 2021 2:59:39 PM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a member of the Pine Lake Neighborhood Association, I am writing to express my strong support for Resolution 210087 initiating landmark designation for the Trocadero Club house in Stern Grove. The Trocadero is the earliest building in the Parkside District and was the site of key events in San Francisco history. I am requesting that the Land Use and Transportation Committee vote in favor of initiating landmark designation for the Trocadero

Sincerely,

Mary Carrigan
Member of Pine Lake Neighborhood Association

From: [Major, Erica \(BOS\)](#)
To: [Katherine Hirzel](#); [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)
Subject: RE: Support for Trocadero Landmark Designation Resolution 210087
Date: Monday, March 1, 2021 9:32:56 AM

Thank you, confirming receipt and inclusion of your testimony to the official Board File No. 210087.

ERICA MAJOR

Assistant Clerk

Board of Supervisors

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

Phone: (415) 554-4441 | Fax: (415) 554-5163

Erica.Major@sfgov.org | www.sfbos.org

(VIRTUAL APPOINTMENTS) To schedule a “virtual” meeting with me (on Microsoft Teams), please ask and I can answer your questions in real time.

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.

The [Legislative Research Center](#) provides 24-hour access to Board of Supervisors legislation, and archived matters since August 1998.

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**Disclosures:** *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 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:** Katherine Hirzel <[khirzel@impactvid.com](mailto:khirzel@impactvid.com)>

**Sent:** Sunday, February 28, 2021 10:28 PM

**To:** [BOS-Supervisors <bos-supervisors@sfgov.org>](mailto:bos-supervisors@sfgov.org); [BOS-Legislative Aides <bos-legislative\\_aides@sfgov.org>](mailto:bos-legislative_aides@sfgov.org); [Calvillo, Angela \(BOS\) <angela.calvillo@sfgov.org>](mailto:angela.calvillo@sfgov.org); [Major, Erica \(BOS\) <erica.major@sfgov.org>](mailto:erica.major@sfgov.org); [Jalipa, Brent \(BOS\) <brent.jalipa@sfgov.org>](mailto:brent.jalipa@sfgov.org); [Wong, Jocelyn \(BOS\) <jocelyn.wong@sfgov.org>](mailto:jocelyn.wong@sfgov.org); [Ng, Wilson \(POL\) <Wilson.Ng@sfgov.org>](mailto:Wilson.Ng@sfgov.org); [Lew, Lisa \(BOS\) <lisa.lew@sfgov.org>](mailto:lisa.lew@sfgov.org); [Somera, Alisa \(BOS\) <alisa.somera@sfgov.org>](mailto:alisa.somera@sfgov.org)

**Subject:** Support for Trocadero Landmark Designation Resolution 210087

This message is from outside the City email system. Do not open links or attachments from untrusted sources.



Dear Supervisors,

I am writing to express my **strong support for** Resolution 210087 designating landmark status to the Trocadero Clubhouse in Stern Grove.

This is an exciting opportunity for the Land Use and Transportation Committee and the full Board of Supervisors to **vote in favor of** the resolution initiating landmark designation for the Trocadero. The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco.

The Members of Parkside Heritage, Residents of the Western Neighborhoods, and everyone who has ever visited Stern Grove agree that the Trocadero Clubhouse holds a special place in San Francisco's history and San Franciscan's hearts.

We are counting on each one of you to vote in support of Resolution 210087.

Thank you in advance for your vote!

Kathy Hirzel  
Parkside Heritage

**From:** [INGE HORTON](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Cc:** [aeboken](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087, March 1 and March 9  
**Date:** Saturday, February 27, 2021 11:46:52 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a longtime resident of the Sunset and a member of SPEAK and Parkside Heritage, I am writing to voice my strong support for the Landmark Designation of the Trocadero Inn in Sigmund Stern Grove.

There are many reasons for my request: Sigmund Stern Grove has a long and colorful history as presented by Lorri Ungaretti in *Stories in the Sand, San Francisco's Sunset District, 1847-1964* and I do not need to repeat all. However, the story starts with the first owners, the George Green Family, and their fight to assert their ownership. They farmed in the gully and built a road house around 1892 which is still in existence and is the oldest building in the Sunset. They also attracted many visitors with a deer park, boating pavilion, a beer garden, and even a trout farm.

George Green closed the Inn in 1916 and made it his home. After some attempts to buy the property and develop the area, Green sold twelve acres in 1931 to Rosalie Stern for a city park to be named in honor of her late husband, Sigmund. She hired architects Bernhard Maybeck and William Gladstone Merchant to restore the Trocadero inn and landscape the property as a park.

Free summer concerts started in 1938 and continue to the current time. In 2005 Sigmund Stern Grove was renovated by landscape architect Lawrence Halprin, with large boulders for the seating of the concert audience.

For these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Sincerely

Inge S. Horton  
Member of Parkside Heritage and SPEAK  
2363 44th Avenue  
San Francisco, CA 94116

**From:** [Katherine Hirzel](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Sunday, February 28, 2021 10:28:58 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

I am writing to express my **strong support for** Resolution 210087 designating landmark status to the Trocadero Clubhouse in Stern Grove.

This is an exciting opportunity for the Land Use and Transportation Committee and the full Board of Supervisors to **vote in favor of** the resolution initiating landmark designation for the Trocadero. The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco.

The Members of Parkside Heritage, Residents of the Western Neighborhoods, and everyone who has ever visited Stern Grove agree that the Trocadero Clubhouse holds a special place in San Francisco's history and San Franciscan's hearts.

We are counting on each one of you to vote in support of Resolution 210087.

Thank you in advance for you vote!

Kathy Hirzel  
Parkside Heritage

**From:** [JERRY & NATALIE SIMOTAS](#)  
**To:** [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Sunday, February 28, 2021 9:17:32 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello,

As a member of the Pine Lake Neighborhood Association, I am writing to express my **strong support for** Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Further, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Sincerely,  
Jerry Simotas, Board Member  
Pine Lake Park Neighborhood Association  
421 Crestlake Drive, San Francisco, Ca. 94132

**From:** [Natalie Simotas](#)  
**To:** [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Sunday, February 28, 2021 9:09:56 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a Sunset/Pine Lake Park resident and member of Parkside Heritage, I am writing to express my **strong support for** Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Further, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Sincerely

Natalie Simotas  
Parkside Heritage

421 San Francisco, Ca. 94132

**From:** [Mary Ling](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Cc:** [aeboken@gmail.com](mailto:aeboken@gmail.com)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Sunday, February 28, 2021 7:40:54 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a member of the Pine Lake Neighborhood Association, I am writing to express my **strong support for** Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Further, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Sincerely,

Pine Lake Park Neighborhood Association

**Name** Mary Ling

**Address** 2729 35th Ave

**San Francisco, Ca. 94116**

**From:** [Mary Ling](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Cc:** [aeboken@gmail.com](mailto:aeboken@gmail.com)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Sunday, February 28, 2021 7:40:54 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a member of the Pine Lake Neighborhood Association, I am writing to express my **strong support for** Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Further, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Sincerely,

Pine Lake Park Neighborhood Association

**Name** Mary Ling

**Address** 2729 35th Ave

**San Francisco, Ca. 94116**



**From:** [Yuri Weinstein](#)  
**To:** [Somera, Alisa \(BOS\)](#); [Calvillo, Angela \(BOS\)](#); [BOS-Legislative Aides](#); [BOS-Supervisors](#); [Jalipa, Brent \(BOS\)](#); [Major, Erica \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Lew, Lisa \(BOS\)](#); [Ng, Wilson \(POL\)](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Saturday, February 27, 2021 5:52:39 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a long time resident of the Pine Lake Neighborhood, I am writing to express my strong support for Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Further, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors vote in favor of the resolution initiating landmark designation for the Trocadero.

Sincerely,

Name: Yuri Weinstein  
Address: 2060 Wawona St, San Francisco, CA 94116

--

Thx YuriW

**From:** [Jonathan Vaknin, Esq.](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Saturday, February 27, 2021 4:52:08 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a Sunset/Parkside resident and member of Parkside Heritage, I am writing to express my **strong support for** Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Further, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Sincerely,

Jonathan Vaknin  
Parkside Heritage

2375 38th Avenue  
San Francisco, CA 94116

Jonathan N. Vaknin, Esq.  
Attorney at Law



P:  [\(213\) 298-3001 x101](tel:(213)298-3001)

P:  [\(510\) 480-1430 x101](tel:(510)480-1430)

F:  [\(510\) 842-1581](tel:(510)842-1581)

3900 West Alameda Avenue, Suite 1200  
Burbank, California 91505

**Mailing Address:**

[1800 Taraval Street #16430](#)  
[San Francisco, CA 94116](#)

P.O. Box 55122  
Sherman Oaks, California 91413



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**From:** [Evan Rosen](#)  
**To:** [BOS-Supervisors](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Saturday, February 27, 2021 1:53:11 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Supervisors:

As a Sunset/Parkside resident and member of Parkside Heritage, I am writing to express my **strong support** for Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Further, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Sincerely

Evan Rosen  
Parkside Heritage  
2371 25th Ave., San Francisco

**From:** [Melinda McMurray](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Monday, March 1, 2021 9:48:24 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a member of the Pine Lake Neighborhood Association, I am writing to express my **strong support for** Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Further, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, I am requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Sincerely,

Melinda McMurray

2115 Wawona St  
San Francisco, CA  
94116

Sent from Melinda's phone

**From:** [Katherine Petrin](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Major, Erica \(BOS\)](#); [Calvillo, Angela \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Subject:** Support for Trocadero Landmark Designation Resolution 210087  
**Date:** Tuesday, March 2, 2021 8:30:25 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a District 7 resident and member of Parkside Heritage, I am writing to express my strong support for Resolution 210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco.

San Francisco's southwest quadrant is historically and architecturally rich, but underrepresented in terms of designated landmarks.

I request that the Board of Supervisors vote in favor of the resolution initiating landmark designation for the Trocadero.

Thank you,

Katherine Petrin  
121 Denslowe Drive, SF

Member, Parkside Heritage  
Architectural Historian

**From:** [aeboken](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [Calvillo, Angela \(BOS\)](#); [Major, Erica \(BOS\)](#); [Jalipa, Brent \(BOS\)](#); [Wong, Jocelyn \(BOS\)](#); [Ng, Wilson \(POL\)](#); [Lew, Lisa \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Subject:** SUPPORTING BOS Land Use and Transportation Committee Agenda Item #2 Initiating Landmark Designation - 2750 - 19th Avenue Trocadero Clubhouse - Approval of 90 - Day Extension for Historic Preservation Commission Review File #210087  
**Date:** Sunday, February 28, 2021 3:15:34 PM

---

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TO: Board of Supervisors members

Sunset-Parkside Education and Action Committee (SPEAK) is writing to express its **strong support for** Resolution/File #210087 initiating landmark designation for the Trocadero Clubhouse in Stern Grove.

The Trocadero is the earliest building in the Parkside District and one of the last surviving nineteenth-century structures in southwestern San Francisco. Furthermore, the Trocadero was the site of key events in San Francisco history including organizing meetings to promote women's suffrage. Also, the Trocadero is integral to the landscaping and plan of Stern Grove, a public park where the annual series of free concerts has been held since 1932. The Trocadero is recognized by the City of San Francisco as locally significant for the purposes of the California Environmental Quality Act (CEQA).

For all of these reasons, SPEAK is requesting that the Land Use and Transportation Committee and the full Board of Supervisors **vote in favor of** the resolution initiating landmark designation for the Trocadero.

Eileen Boken  
President

Sent from my Verizon, Samsung Galaxy smartphone

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** 35 letters regarding the Observation Wheel  
**Date:** Thursday, March 4, 2021 3:12:00 PM  
**Attachments:** [35 letters regarding The Observation Wheel.pdf](#)

---

Hello,

Please see attached 35 letters regarding the Observation Wheel in Golden Gate Park.

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](mailto:jacqueline.hickey@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)



**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff \(BOS\)](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Oppose - Observation Wheel Extension -  
**Date:** Thursday, February 25, 2021 5:32:27 PM

---

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2-21-21

## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Alex Akers

Name - print

Alex Akers

Name - sign

San Francisco

City

Akers426@gmail.com

Email

cc: BOS, Planning Commission

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#); [Breed, Mayor London \(MYR\)](#)  
**Subject:** Item 8 - Oppose Observation Wheel - B Petrin  
**Date:** Friday, February 26, 2021 5:30:34 PM

---

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Brandon Petrin

Name - print

Brandon Petrin

Name - sign

San Francisco

City

Email

cc: BOS, Planning Commission

2/17/21

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#); [Breed, Mayor London \(MYR\)](#); [CPC-Commissions Secretary](#)  
**Subject:** Oppose: Observation Wheel. - Calavan  
**Date:** Friday, February 26, 2021 5:44:09 PM

---

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Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Anne Calavan

Name - print

Anne Calavan

Name - sign

Oakland

City

Email

cc: BOS, Planning Commission

2/21/21

**From:** [Lesley Stansfield](#)  
**To:** [CPC-Commissions Secretary](#); [Commission, Recpark \(REC\)](#); [Board of Supervisors. \(BOS\)](#); [Environment, ENV \(ENV\)](#); [Breed, Mayor London \(MYR\)](#)  
**Subject:** Observation wheel  
**Date:** Saturday, February 27, 2021 1:45:45 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please stick to your original agreement of having the Wheel for only one year.

The wheel is not for the average San Franciscan at \$25 per person but more importantly, bad for animals with bright lights at night and loud generators. The Wheel would be better placed at Pier 39 or the Embarcadero as GGPark is not an amusement parl but a place for serenity and nature.

Lesley Stansfield  
681 27th St  
San Francisco, ca 94131

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Oppose Observation Wheel - A. Jones  
**Date:** Saturday, February 27, 2021 2:01:43 PM

---

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Amelia Jones

Name - print

*Amelia Jones*

Name - sign

SF

City

Email

cc: BOS, Planning Commission

2/21/21

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Historic Preservation Commission - Please Oppose Observation Wheel (D Keeney)  
**Date:** Saturday, February 27, 2021 2:03:53 PM

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

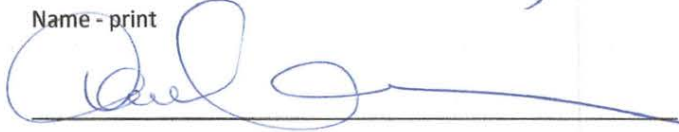
Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

2-21

Dawn Keeney

Name - print



Name - sign

Lincoln

City

Email



cc: BOS, Planning Commission

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** OPPOSE: Item 8 - Observation Wheel - C. Aronson  
**Date:** Sunday, February 28, 2021 10:26:23 AM

---

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Claire Aronson

Name - print

Claire

Name - sign

S.F.

City

[REDACTED]

Email

Feb 21

cc: BOS, Planning Commission

2/21/21

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Item 8 \_ HPC \_ OPPOSE Observation Wheel Extension. - A. Power  
**Date:** Sunday, February 28, 2021 10:27:15 AM

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

AISHIJEET POWAR

Name - print



Name - sign

SF

City



Email

cc: BOS, Planning Commission

2/21/21

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Item 8 \_ HPC \_ OPPOSE Observation Wheel Extension - D.Sardeneta  
**Date:** Sunday, February 28, 2021 10:30:11 AM

---

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2-21-21

## Keep the Park Dark

To the Historic Preservation Commission:

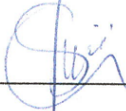
Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

DIEGO SARDANETA

Name - print



Name - sign

SAN FRANCISCO - CA

City



Email

cc: BOS, Planning Commission

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Item 8 \_ OPPOSE Observation Wheel Extension - HPC - E Grady  
**Date:** Sunday, February 28, 2021 10:35:50 AM

---

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

2-21-21

Esther Grady

Name - print

EG

Name - sign

San Francisco

City

~~hgrady@earthlink.net~~

Email

~~Esther Grady~~

cc: BOS, Planning Commission

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Item 8 \_ OPPOSE Observation Wheel Extension - HPC. J. Porto  
**Date:** Sunday, February 28, 2021 10:36:38 AM

---

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

JAN PORTO

Name - print

JAN PORTO

Name - sign

SF

City

Email

cc: BOS, Planning Commission

2/21/21

**From:** [Nancy Wuerfel](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Jonin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Commission, Recpark \(REC\)](#); [Breed, Mayor London \(MYR\)](#)  
**Subject:** March 3 HPC meeting - Request to Remove Observation Wheel by June 2022  
**Date:** Sunday, February 28, 2021 11:10:30 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Commissioners:

I am requesting that you vote to remove the Observation Wheel from Golden Gate Park no later than June 2022. The Historic Preservation Commission - by definition - is charged with PRESERVING our city's historic structures and landscapes. You initially approved a year's presence of this structure. With the extension of one more year to this permission out to June 2022, you have been very generous to allow this non-conforming structure to remain in the city's premier park.

**The responsibility of your commission is NOT the financial balance sheet of any city department, any outside entity, or any nearby commercial district.** We have multiple city departments and a Mayor that carefully look after the city's finances to fund the delivery of services and raise revenue . This is not your job to add extraneous **economic considerations** to determining the extension of the appropriateness of the wheel in GGP. If you do not limit HPC approval to just this generous one year extension to end June 2022, then you are forever more compromising your primary reason for being.

Sincerely,  
Nancy Wuerfel

**From:** [Paul Lufkin](#)  
**To:** [Paul Lufkin](#)  
**Subject:** Ferris Wheel shouldn't stay  
**Date:** Sunday, February 28, 2021 11:20:00 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please add my name to any list of San Francisco voters you may be compiling of those who are urging you to vote for the compromise proposal that would ultimately remove the ferris wheel permanently from Golden Gate park. It shouldn't stay there (and we were promised that it wouldn't)!

**From:** [Diane Rivera](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Lonin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Commission, Recpark \(REC\)](#); [Breed, Mayor London \(MYR\)](#)  
**Subject:** Permanent Removal of the Wheel from Golden Gate Park  
**Date:** Sunday, February 28, 2021 1:37:23 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Honorable Mayor London Breed  
Honorable Members of the San Francisco Board of Supervisors  
SF Historic Preservation Commission  
Members of the Recpark Commission

Dear Honorable Members,

I am in **full support for the permanent removal** of the Wheel from Golden Gate Park by June 2022.

*" Golden Gate Park is one of the few places in San Francisco where wildlife can also find a refuge. Wildlife needs darkness and quiet. The increased artificial lighting from the wheel can have a negative impact on birds – both resident and migrating — bats, insects, amphibians, and other wildlife. People are also adversely affected by artificial light pollution at night and noise pollution. The fumes from the diesel generator that powers the wheel add an additional stressor to the environment and raise questions about the city's commitment to clean air." 7Hills Feb. 28, 2021*

Thank you all for your diligent thought and consideration on this matter.

Sincerely,

Diane Rivera  
Carlsbad, CA  
KG6QLX

**A THOUGHT FOR TODAY:**

If you don't turn your life into a story, you just become a part of someone else's story. -Terry Pratchett, novelist (28 Apr 1948-2015)



**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** HPC \_ OPPOSE Observation Wheel Extension - L. Kwona  
**Date:** Sunday, February 28, 2021 3:54:40 PM

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

\_\_\_\_\_  
Lisa Kwong

Name - print

\_\_\_\_\_  


Name - sign

\_\_\_\_\_  
San Francisco

City

\_\_\_\_\_  


Email

cc: BOS, Planning Commission

2/21/21

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** OPPOSE Observation Wheel Extension. - M. Ekas  
**Date:** Sunday, February 28, 2021 3:54:50 PM

---

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Michelle Ekas

Name - print

Michelle Ekas

Name - sign

San Francisco

City

[REDACTED]

Email

cc: BOS, Planning Commission

2/21/21

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** HPC \_ OPPOSE Observation Wheel Extension - M. Mulholland  
**Date:** Sunday, February 28, 2021 3:55:35 PM

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## Keep the Park Dark

To the Historic Preservation Commission:

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Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

MAEVE MULHOLLANDS

Name - print

Maev Mulholland

Name - sign

SAN FRANCISCO

City

[REDACTED]

Email

cc: BOS, Planning Commission

2/21/21

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** HPC \_ OPPOSE Observation Wheel Extension - N. Akers  
**Date:** Sunday, February 28, 2021 3:55:44 PM

---

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2-21-21

## Keep the Park Dark

To the Historic Preservation Commission:

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Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Nancy Akers

Name - print

Nancy Ak

Name - sign

San Francisco

City

akersn16@gmail.com

Email

cc: BOS, Planning Commission



**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** HPC \_ OPPOSE Observation Wheel Extension - J.S. Valentine  
**Date:** Sunday, February 28, 2021 3:56:16 PM

---

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## Keep the Park Dark

To the Historic Preservation Commission:

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Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

J Sue Valentine

Name - print

J Sue Valentine

Name - sign

SF

City

[Redacted]

Email

cc: BOS, Planning Commission

2/21/21

**From:** [Bill O'Such](#)  
**To:** [CPC-Commissions Secretary](#); [Commission, Recpark \(REC\)](#); [Board of Supervisors. \(BOS\)](#)  
**Subject:** In Support of the Observation Wheel  
**Date:** Sunday, February 28, 2021 10:24:41 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi

As a taxpaying resident of SF, I'm in full support of the Observation Wheel in Golden Gate Park. It provides joy to adults and children and with some oversight any disturbance can be minimized. I've visited major cities in the world and many of them have equivalent Observation Wheels including the city of Paris. It occupies a small % of Golden Gate park and was a very welcome addition when I saw it. I (and many people I knew) can't wait to ride it and enjoy San Francisco. Please don't eliminate this jewel from the park that can provide so much happiness to people as the pandemic ends. Find that compromise that maximizes the happiness of the majority of residents that you represent.

I know there is a small but vocal group against it but the world is full of compromises and this should be a simple one to add joy and happiness to the vast majority of residents vs catering to the minority.

Best  
Bill O'Such  
4640 17th Street

**From:** [Marilyn Kohn](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Please distribute to Hillary Ronan, Shamann Walton and Catharine Stefani  
**Date:** Monday, March 1, 2021 12:39:31 AM

---

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I attempted to cc all supervisors on my email to the SF Historic Preservation Commission, but the messages to Supervisors Ronan, Walton and Stefani did not go through. This is a new copy for them.

"TO THE SAN FRANCISCO HISTORIC PRESERVATION COMMISSION:

"Dear Commissioners -

" Please act to preserve our historic and beautiful Golden Gate Park.

"That offensive and tasteless wheel, which moreover jeopardizes wildlife, does not belong there.

"Please get rid of it **permanently**."

With many thanks,

Marilyn Kohn  
Concerned citizen

**From:** [James Parke](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Jonin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#)  
**Subject:** The Wheel  
**Date:** Monday, March 1, 2021 8:50:28 AM

---

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To the Historic Preservation Commission members

In my life in San Francisco, I have never expected and certainly not desired to see Coney Island replicated in a nature preserve of the stature and integrity of Golden Gate Park. What one would tolerate on the Las Vegas strip, is abominable in our sanctuary of green, quiet, aesthetic, blessedly dark at night, urban oasis.

There is a myriad of lumens-level detail, decibel readings facts, and the garrish contrast of our museums and statuary groves that cement the multi-modal ugliness of this "attraction". As a business "barker" mechanism for aggrieved local merchants, it panders to exactly the opposite customer base. A virtual 7 - 11 magnet for predators and opportunist malcontents, it alienates and repulses the people who support the gardening, the plethora of events, and the quiet enjoyment of the lush, beautiful urban escape from ugliness, stadium-like lighting and diesel noise attending this Wheel.

Please exile this thing to its proper venue outside Golden Gate Park... how about Candlestick Park? Or any of the piers?

Thank you for any action you take to remove that wheel from our park!

James Parke  
The Sunset

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Please Oppose the Extension of the Observation Wheel - L. Loani  
**Date:** Monday, March 1, 2021 11:10:02 AM

---

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Louise McTernan Loane

Name - print

Louise McTernan Loane

Name - sign

San Francisco

City

[REDACTED]

Email

cc: BOS, Planning Commission

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Item 8 \_ HPC \_ OPPOSE Observation Wheel Extension - C.Gurung  
**Date:** Monday, March 1, 2021 11:14:00 AM

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## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Chera Guring

Name - print

Busy

Name - sign

SF

City

[REDACTED]

Email

cc: BOS, Planning Commission

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** HPC - Please OPPOSE Extension for the Observation Wheel - K. Cortez  
**Date:** Monday, March 1, 2021 12:22:17 PM

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2-21-21

## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Kenzie Corral

Name - print



Name - sign

349 Pierce St

City



Email

cc: BOS, Planning Commission

**From:** [Mary Betlach](#)  
**To:** [CPC-Commissions Secretary](#)  
**Cc:** [Board of Supervisors \(BOS\)](#); [sfparc@earthlink.net](mailto:sfparc@earthlink.net)  
**Subject:** Oppose Ferris wheel contract  
**Date:** Monday, March 1, 2021 1:32:42 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

To: Historic Preservation Commissioners and SF Supervisors,

I am writing to oppose extension of the Ferris Wheel contract. This amusement ride containing giant flashing strobe lights is detrimental to the birds and wildlife that make Golden Gate Park their home. The substantial amount of intense concentrated light pollution affects wildlife through attraction and disorientation. It interferes with bird migration and nesting activities and is a contributor to the decline of insect populations.

Nearby Stow Lake hosts a nesting population of Great Blue Herons that is a major attraction in the park during nesting season. I take my grandchildren there every year to see them and they always look forward to and enjoy it. Due to their exposure to the nesting bird colony, they have developed an interest in birding and nature. I am concerned that the presence of those bright lights during nesting season may drive away the herons as well as the Great Horned Owls that nest on Strawberry Hill. As a result, generations of SF children will miss out on this valuable and enjoyable learning experience.

Thus, I request that you please remove the Ferris Wheel out of Golden Gate Park by June 2022. And until then, please turn down the lights at night.

Thank you,

Mary Betlach

2530 Diamond St

San Francisco, CA

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Item 8 \_ HPC \_ OPPOSE Observation Wheel Extension. - A. Cerrante  
**Date:** Monday, March 1, 2021 4:19:08 PM

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2-21-21

## Keep the Park Dark

To the Historic Preservation Commission:

Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Alyse Cerrante

Name - print

Alyse Cerrante

Name - sign

San Francisco

City

[Redacted]

Email

cc: BOS, Planning Commission

**From:** [SF Parc](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [Moore, Kathrin \(CPC\)](#); [Chan, Deland \(CPC\)](#); [Diamond, Susan \(CPC\)](#); [Fung, Frank \(CPC\)](#); [Imperial, Theresa \(CPC\)](#); [Tanner, Rachael \(CPC\)](#)  
**Subject:** Item 8 \_ HPC \_ OPPOSE Observation Wheel Extension - A. Panijok  
**Date:** Monday, March 1, 2021 4:19:44 PM

---

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## Keep the Park Dark

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Please remove the Ferris wheel **permanently** from Golden Gate Park. It never belonged in the Music Concourse in the first place.

Please approve a **maximum** one-year extension for the wheel, with lighting restrictions to protect wildlife, as a compromise to removing the wheel as originally scheduled, my first choice. This one-year extension allows people to ride if they wish to do so, with protections for wildlife in the park.

Thank you!

Alexia Panajiot

Name - print

Alexia Panajiot

Name - sign

San Francisco

City

[REDACTED]

Email

cc: BOS, Planning Commission

2/1/21



**From:** [Deborah Beck](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Ferris wheel, slow streets parklets and park road car free-the best things to come out of covid  
**Date:** Tuesday, March 2, 2021 9:11:54 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please consider keeping some of these quality of life changes it's added to the joy of the city

Deborah Beck  
Cole Valley

Sent from my iPhone

**From:** [Denise Zietlow](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Jonin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Commission, Recpark \(REC\)](#); [Breed, Mayor London \(MYR\)](#)  
**Subject:** Observation Wheel - Please Remove From Golden Gate Park by June 2022  
**Date:** Tuesday, March 2, 2021 11:29:56 AM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Commissions,

I am appalled that the city's Rec and Park Department has approved a 4-year extension allowing the Observation Wheel to remain in Golden Gate Park. Rec and Park originally promised the wheel would be in place for only one year, yet now they have approved a 4-year extension. I realize the pandemic has been a factor and a reason cited for the extension, but to extend the period 4 years is much more than is needed. After 4 years are they going to once again ask for an extension? The removal is important in order to protect birds and other wildlife as well as the historic character of the Music Concourse. If it cannot be removed immediately, please ensure a permanent removal of it from Golden Gate Park by June 2022.

Thank you.

Sincerely,  
Denise Zietlow

**From:** [Ozzie Rohm](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Jonin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Commission, Recpark \(REC\)](#); [Breed, Mayor London \(MYR\)](#); [Bruce Bowen](#); [Jerry Dratler](#); [Gary Weiss](#); [Junona Jonas](#); [Stephanie Peek](#); [Tes Welborn](#); [George Wooding](#); [Karen Wood](#); [Karen Breslin](#); [Kathy Howard](#); [Matt McCabe](#); [Katherine Petrin](#); [Sfluc Info](#)  
**Subject:** SFLUC's Opposition to the Ferris Wheel at the GG Park  
**Date:** Tuesday, March 2, 2021 1:06:26 PM  
**Attachments:** [Letter in Opposition to Ferris Wheel in GG Park.pdf](#)

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Commissioners,

Please see the attached letter signed by the members of San Francisco Land Use Coalition (SFLUC) in opposition to the Observation Wheel currently installed at the Golden Gate Park.

Sincerely,

Ozzie Rohm  
For San Francisco Land Use Coalition



## SAN FRANCISCO LAND USE COALITION

March 2, 2021

Dear Commissioners,

The San Francisco Land Use Coalition was formed to take a proactive role in developing solutions to unabating land use issues that are causing irreparable damage to our city. Among our goals are protection of historic resources.

We are asking that you remove the Observation Wheel from the Music Concourse. This brightly-lighted, intrusive structure does not belong in a park that is so important to San Franciscans who love nature and the peace and beauty of Golden Gate Park.

The Observation Wheel was installed to 'celebrate the 150th Anniversary of Golden Gate Park.' That event, like so many other activities, was truncated by COVID and is now ending. Yet, the Department of Recreation and Park is asking that the Wheel remain in Golden Gate Park for four more years, to promote the Park and provide commercial benefits.

This ignores the fact that during COVID, the people of San Francisco have crowded into Golden Gate Park by the thousands and celebrated it as a landscape park, finding relief and inspiration in its lawns, meadows, forests, and lakes. The true celebration of the 150th Anniversary of Golden Gate Park has become the rediscovery of our beautiful, peaceful park as a landscape park by the people of San Francisco.

Rec and Park has asked that the Wheel remain to promote business interests and fund RPD programs. This is a slippery slope not only for Golden Gate Park but also for all of our Parks. We believe that our parks should benefit the people of San Francisco as open space, available to everyone on an equal and free basis. They are not piggy-banks, to be used to benefit a City department or commercial interests.

In case there is any doubt as to whether or not a Ferris Wheel belongs in the Music Concourse, it is good to remember that the Winter Exposition lasted a total of 6 months and that the past Ferris wheel was just one small part of that exposition. Temporary food trucks have remained in the park longer, but they are not considered historic or vital to the park, so why should we extend the welcome to a Ferris wheel?

Please deny the request for a four-year extension. The maximum that the Wheel should be allowed to remain in Golden Gate Park is one more year – until June 2022. After that, the Wheel should be permanently removed from the Music Concourse and Golden Gate Park.

Sincerely,

Stephanie Peek – District 2  
Jerry Dratler – District 2

Kathleen Courtney – District 3  
Chris Bigelow – District 3  
Tes Welborn – District 5  
Bruce Wolfe – District 5  
Karen Wood – District 7  
George Wooding – District 7  
Karen Breslin – District 7  
Katherine Petrin – District 7  
Bruce Bowen – District 8  
Junona Jonas – District 8  
Gary Weiss – District 8  
Matt McCabe – District 8  
Ozzie Rohm – District 8

**From:** [Nancy DeStefanis](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Jonin, Jonas \(CPC\)](#)  
**Cc:** [Board of Supervisors, \(BOS\)](#); [Koppel, Joel \(CPC\)](#); [SFUN - San Franciscans for Urban Nature](#)  
**Subject:** APPROVE ONE YEAR EXTENSION ONLY FOR FERRIS WHEEL  
**Date:** Tuesday, March 2, 2021 1:51:47 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Members of the HPC,

I am writing to urge you to provide an extension of ONE YEAR ONLY for the Ferris Wheel in Golden Gate Park with no lights or generators working after sunset.

As you know, the community of environmental activists, naturalists and ornithologists overwhelmingly oppose a four year extension. We support a one year extension only.

Please remember that an EIR was never conducted and that the lights and noise are harmful to wildlife, and migrating birds on the Pacific flyway.

Thank you for your consideration.

Sincerely,

Nancy H. DeStefanis

Executive Director & Field Ornithologist

**From:** [Ozzie Rohm](#)  
**To:** [Hyland, Aaron \(CPC\)](#); [Matsuda, Diane \(CPC\)](#); [Black, Kate \(CPC\)](#); [Foley, Chris \(CPC\)](#); [Johns, Richard \(CPC\)](#); [Pearlman, Jonathan \(CPC\)](#); [So, Lydia \(CPC\)](#); [Ionin, Jonas \(CPC\)](#)  
**Cc:** [ChanStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [MelgarStaff \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Ronen, Hillary](#); [Stefani, Catherine \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Commission, Recpark \(REC\)](#); [Breed, Mayor London \(MYR\)](#); [Bruce Bowen](#); [Jerry Dratler](#); [Gary Weiss](#); [Junona Jonas](#); [Stephanie Peek](#); [Tes Welborn](#); [George Wooding](#); [Karen Wood](#); [Karen Breslin](#); [Kathy Howard](#); [Matt McCabe](#); [Katherine Petrin](#); [Sfluc Info](#)  
**Subject:** Text of SFLUC's Letter in Opposition to the Ferris Wheel  
**Date:** Tuesday, March 2, 2021 5:51:17 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

March 2, 2021

Dear Commissioners,

The San Francisco Land Use Coalition (SFLUC) was formed to take a proactive role in developing solutions to unabating land use issues that are causing irreparable damage to our city. Among our goals are protection of historic resources.

We are asking that you remove the Observation Wheel from the Music Concourse. This brightly-lighted, intrusive structure does not belong in a park that is so important to San Franciscans who love nature and the peace and beauty of Golden Gate Park.

The Observation Wheel was installed to 'celebrate the 150th Anniversary of Golden Gate Park.' That event, like so many other activities, was truncated by COVID and is now ending. Yet, the Department of Recreation and Park is asking that the Wheel remain in Golden Gate Park for four more years, to promote the Park and provide commercial benefits.

This ignores the fact that during COVID, the people of San Francisco have crowded into Golden Gate Park by the thousands and celebrated it as a landscape park, finding relief and inspiration in its lawns, meadows, forests, and lakes. The true celebration of the 150th Anniversary of Golden Gate Park has become the rediscovery of our beautiful, peaceful park as a landscape park by the people of San Francisco.

Rec and Park has asked that the Wheel remain to promote business interests and fund RPD programs. This is a slippery slope not only for Golden Gate Park but also for all of our Parks. We believe that our parks should benefit the people of San Francisco as open space, available to everyone on an equal and free basis. They are not piggy-banks, to be used to benefit a City department or commercial interests.

In case there is any doubt as to whether or not a Ferris Wheel belongs in the Music Concourse, it is good to remember that the Winter Exposition lasted a total of 6 months and that the past Ferris wheel was just one small part of that exposition. Temporary food trucks have remained in the park longer, but they are not considered historic or vital to the park, so why should we extend the welcome to a Ferris wheel?

Please deny the request for a four-year extension. The maximum that the Wheel should be allowed to remain in Golden Gate Park is one more year – until June 2022. After that, the

Wheel should be permanently removed from the Music Concourse and Golden Gate Park.

Sincerely,

Members of San Francisco Land Use Coalition:

Stephanie Peek – District 2

Jerry Dratler – District 2

Kathleen Courtney – District 3

Chris Bigelow – District 3

Tes Welborn – District 5

Bruce Wolfe – District 5

Karen Wood – District 7

George Wooding – District 7

Karen Breslin – District 7

Katherine Petrin – District 7

Bruce Bowen – District 8

Junona Jonas – District 8

Gary Weiss – District 8

Matt McCabe – District 8

Ozzie Rohm – District 8



**From:** [Tony An, PhD](#)  
**To:** [ChanStaff \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Marstaff \(BOS\)](#); [PrestonStaff \(BOS\)](#); [Haneystaff \(BOS\)](#); [MelgarStaff \(BOS\)](#); [MandelmanStaff, \[BOS\]](#); [RonenStaff \(BOS\)](#); [Waltonstaff \(BOS\)](#); [Safai, Ahsha \(BOS\)](#)  
**Cc:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Keep the Ferris wheel OUT of the Golden Gate Park!  
**Date:** Thursday, March 4, 2021 10:56:44 AM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

The iconic Golden Gate Park has been a wonderful place that is famous for its natural habitats and scenery greens. That giant Ferris Wheel belongs to an amusement park, and it's an eyesore that destroys the harmony and the nature in this wonderful park. It's fine to have it as a temporary installation for a special event (the 150 anniversary). But like you need to clean up the stages after Outside Lands Concert, this ugly structure must get out of the Golden Gate Park after this anniversary celebration. People can view the city from de Young's observation deck if they want to go high or go to Disneyland if they want a ride. Keep the park beautiful by removing this toy from the ground. It doesn't belong there. Period.

Thank you!

Tony An, PhD  
San Francisco

**From:** [Sue Vaughan](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [ChanStaff \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Melgar, Myrna \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [RPDInfo, RPD \(REC\)](#); [PROSAC, RPD \(REC\)](#); [Breed, Mayor London \(MYR\)](#)  
**Subject:** Oppose extension of observation wheel in the Music Concourse  
**Date:** Thursday, March 4, 2021 11:55:31 AM  
**Attachments:** [2021-02-15 Sierra Club - Additional comments - Oppose Observation Wheel -\[3\].pdf](#)

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors,

Ditto everything that the Sierra Club has said here in this letter. I would like to add one other issue of concern that is a reason that Ferris wheel should NOT get an extension -- the generator. The generator creates noise and air pollution, further disrupting wildlife in the park and exacerbating the climate crisis. I was in the Music Concourse the other evening and noticed that the generator had finally been turned off. The lights were also off for this reason. That is good, but the vendor and the SF Parks Alliance are motivated by a financial return and are going to want the generator turned back on. Please do not support the extension.

Susan Vaughan

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## San Francisco Group, SF Bay Chapter

Serving San Francisco County

February 15, 2021

Historic Preservation Commission

Planning Department, City and County of San Francisco

49 South Van Ness Ave, Suite 1400, San Francisco, CA 94103

Subject: Oppose Observation Wheel extension - additional arguments.

Commission President Aaron Jon Hyland,

The Sierra Club strenuously opposes a four-year extension of the Observation Wheel remaining in the Music Concourse. We have sent previous letters to this effect, but feel compelled to outline our reasons and add some additional arguments.

**Economic issues:**

- The Department of Recreation and Park proposal that Golden Gate Park and the Music Concourse should 'make whole' either an out-of-state or a local business is **a dangerous concept to apply to a historic property**. Putting business and commercial interests ahead of historic preservation threatens the future of not only the Music Concourse but also all of San Francisco's historic properties.

**Historic issues:**

- The Observation Wheel is not natural by any stretch of the imagination and does not enhance the experience of Golden Gate Park as an **historic landscape park**.
- The Observation Wheel was originally proposed by the Department of Recreation and Park as an attraction that would bring people into Golden Gate Park during the 150th Anniversary Celebration. However, during COVID and before the Wheel was operational, local residents flooded into Golden Gate Park and **enjoyed Golden Gate Park as parkland, its primary historic use**.

**Environmental issues:**

- The Observation Wheel was installed **without an adequate environmental review**.
- In effect, a four-year extension is a "**creeping project approval**." The impacts may be tolerable for a few months, but if the project is to continue for years, it deserves a full CEQA review, that is, an Environmental Impact Report.
- **Wildlife needs darkness**. Golden Gate Park is one of the few places in San Francisco where wildlife can find refuge at night. The increased artificial lighting and generator noise and fumes have a negative impact on this valuable habitat.
- **The Wheel will have a negative impact** on birds - migrating and resident - as well as on insects, bats, and other wildlife living in and migrating through the Park. Scientific studies have consistently demonstrated this fact. We expect that **an independent, unbiased Environmental Impact Report will sustain that conclusion**.

**Environmental justice and equity:**

- The Sierra Club is committed to environmental justice and equity. We support **environmental education and free access to nature close to home for the underserved communities** that cannot afford to travel out of town to experience national

parks or other natural amenities. **People cannot have that experience if nature is continuously infringed upon and damaged by artificial attractions.**

- Giving out free tickets to those groups that a City department favors does not mean that this is an attraction available to everyone. On the other hand, **Golden Gate Park and the Music Concourse are free to all.**
- When the de Young re-opens, **the equally tall Tower will be free to everyone**, without depending on the largesse of the Department of Recreation and Park.

Please do not extend the time that the Observation Wheel is in the Music Concourse.

Thank you for your consideration.

Sincerely,

**Arthur Feinstein**

Arthur Feinstein

Member, Sierra Club California Executive Committee

Chair, Sierra Club California Conservation Committee

Board Member, SF Bay Chapter Executive Committee

cc: San Francisco Board of Supervisors

Recreation and Park Commission

Recreation and Park Department

Department of the Environment

Mayor London Breed

\*\*\*\*\*

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## San Francisco Group, SF Bay Chapter

Serving San Francisco County

February 15, 2021

Historic Preservation Commission  
Planning Department, City and County of San Francisco  
49 South Van Ness Ave, Suite 1400, San Francisco, CA 94103

Subject: Oppose Observation Wheel extension - additional arguments.

Commission President Aaron Jon Hyland,

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### Economic issues:

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### Historic issues:

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- The Observation Wheel was originally proposed by the Department of Recreation and Park as an attraction that would bring people into Golden Gate Park during the 150th Anniversary Celebration. However, during COVID and before the Wheel was operational, local residents flooded into Golden Gate Park and **enjoyed Golden Gate Park as parkland, its primary historic use**.

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- When the de Young re-opens, **the equally tall Tower will be free to everyone**, without depending on the largesse of the Department of Recreation and Park.

Please do not extend the time that the Observation Wheel is in the Music Concourse.

Thank you for your consideration.

Sincerely,

*Arthur Feinstein*

Arthur Feinstein

Member, Sierra Club California Executive Committee  
Chair, Sierra Club California Conservation Committee  
Board Member, SF Bay Chapter Executive Committee

cc: San Francisco Board of Supervisors  
Recreation and Park Commission  
Recreation and Park Department  
Department of the Environment  
Mayor London Breed

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [BOS Legislation, \(BOS\)](#)  
**Subject:** 61 letters regarding File No. 210189  
**Date:** Tuesday, March 2, 2021 1:38:00 PM  
**Attachments:** [61 letters regarding File No. 210189.pdf](#)

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Hello,

Please see attached 61 letters regarding File No. 210189.

**File no. 210189** - Resolution urging the United States Congress to introduce and pass a Resolution calling for peace and respect for human rights in Tigray; condemning human rights violations and violence against the people of Tigray; urging the Ethiopian government to immediately restore all forms of communication, critical services, and allow unimpeded, sustained, and secured access for humanitarian aid; and urging the United Nations to undertake a full and independent investigation into the atrocities in Tigray and to employ all preventative and diplomatic efforts to protect civilians in the region and address the humanitarian crisis.

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](mailto:jacqueline.hickey@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)

**From:** [Alula Tadesse](#)  
**To:** [BOS-Supervisors](#); [Board of Supervisors, \(BOS\)](#)  
**Subject:** Call to act on the Tigray crisis  
**Date:** Tuesday, March 2, 2021 1:36:15 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

On November 4<sup>th</sup>, 2020, the Federal Government of Ethiopia led by Prime Minister Abiy Ahmed declared a large-scale war on the people of Tigray. At the same time, Prime Minister Abiy Ahmed declared a six-month state of emergency in the region of Tigray and ordered a complete shutdown of travel to and from Tigray, electricity, banking, internet, telephone service, waterline, food supply, and no journalist or independent external organization has been allowed to enter and report from the entire Tigray region. To date, many of us have not heard from our families and we are deeply concerned for their safety and well-being.

After nearly 4 months, reports of fighting, mass murder, sexual violence against girls and women, destruction of public and private property continues. Many international aid organizations, leaders including Chancellor Angela Merkel from Germany, President Emmanuel Macron from France, President Paul Kagame from Rwanda, and the Office of the President of the United States of America have condemned the violence in Tigray, Ethiopia. However, the fighting still continues, and all efforts have not been enough.

This past Tuesday, February 23, 2021, Board of Supervisor, Dean Preston, presented a resolution we, the Bay Area Tigray Community, have been working on with his office. The resolution will be up for approval this upcoming Tuesday, March 2, 2021. We humbly and respectfully request you and your colleagues to take an actionable stance and approve the resolution and help end the war on the people of Tigray and the greatest humanitarian crisis since the famine of the 1980s.

Sincerely,  
Alula T Worede  
Bay Area Tigray Community



**From:** [Kiros Araya](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 3:54:19 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Kiros Araya  
Bay Area Tigray Community

**From:** [Kiros Araya](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 3:54:20 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Kiros Araya  
Bay Area Tigray Community

**From:** [Henock Woldu](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:09:36 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I pray this message finds you well.

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Henock Woldu, PharmD, BCPS  
Member, Bay Area Tigray Community

**From:** [Henock Woldu](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:09:55 PM

---

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Sincerely,

Henock Woldu, PharmD, BCPS  
Member, Bay Area Tigray Community

**From:** [Adiyam Aklilu](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Support The People Of Tigray  
**Date:** Monday, March 1, 2021 4:13:55 PM

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Sincerely,

Adiyam

**From:** [Adiyam Aklilu](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Support The People Of Tigray  
**Date:** Monday, March 1, 2021 4:14:50 PM

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Dear Board of Supervisors,

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Sincerely,

**From:** [lula desta](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:27:23 PM

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Sincerely,

Bay Area Tigray Community

Sent from my iPhone



**From:** [Rahel G](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Cc:** [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:28:17 PM

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Dear Board of Supervisors,

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Sincerely,

Bay Area Tigray Community

**From:** [Rahel G](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Cc:** [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:28:18 PM

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Sincerely,

Bay Area Tigray Community

**From:** [lula desta](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:28:51 PM

---

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Sincerely,

Bay Area Tigray Community

Sent from my iPhone

**From:** [lula desta](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:29:23 PM

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Sincerely,

Bay Area Tigray Community

Sent from my iPhone

**From:** [lula desta](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:29:50 PM

---

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Dear Board of Supervisors,

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Sincerely,

Bay Area Tigray Community

Sent from my iPhone

**From:** [Mebrak Kahsai](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:30:55 PM

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After nearly 4 months, reports of fighting, mass murder, sexual violence against girls and women, destruction of public and private property continues. Many international aid organizations, leaders including Chancellor Angela Merkel from Germany, President Emmanuel Macron from France, President Paul Kagame from Rwanda, and the Office of the President of the United States of America have condemned the violence in Tigray, Ethiopia. However, the fighting still continues, and all efforts have not been enough.

This past Tuesday, February 23, 2021, Board of Supervisors Dean Preston presented a resolution we, the Bay Area Tigray Community, have been working on with his office. The resolution will be up for approval this upcoming Tuesday, March 2, 2021. We humbly and respectfully request you and your colleagues to take an actionable stance and approve the resolution and help end the war on the people of Tigray and the greatest humanitarian crisis since the famine of 1980s.

Sincerely,

Bay Area Tigray Community

Sent from my iPhone

**From:** [Mebrak Kahsai](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:30:59 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Bay Area Tigray Community

Sent from my iPhone

**From:** [Mussie kiros](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution, Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:34:49 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,  
Missie Kiros Tefferi  
Bay Area Tigray Community

Sent from my T-Mobile 4G LTE Device  
Get [Outlook for Android](#)



**From:** [Mussie kiros](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution, Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:34:52 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,  
Missie Kiros Tefferi  
Bay Area Tigray Community

Sent from my T-Mobile 4G LTE Device  
Get [Outlook for Android](#)

**From:** [Zemen Kahsai](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:35:29 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Bay Area Tigray Community

**From:** [Zemen Kahsai](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 4:35:39 PM

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Dear Board of Supervisors,

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Sincerely,

Bay Area Tigray Community

**From:** [marta.yigzaw](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution to cease fire in Tigray, Ethiopia.  
**Date:** Monday, March 1, 2021 4:42:54 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Bay Area Tigray Community

Sent from my iPhone

**From:** [woldai Abay](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray , Ethiopia  
**Date:** Monday, March 1, 2021 4:52:50 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

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Sincerely,  
Woldai Abay  
Member of Bay Area Community

**From:** [Finan Tadesse](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution on the Crisis in Tigray!  
**Date:** Monday, March 1, 2021 5:02:29 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,  
Finan Werede  
Member of Bay Area Tigray Community

**From:** [Solomon Tesfai](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** To End the war In Tigray  
**Date:** Monday, March 1, 2021 5:06:38 PM

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Dear Board of Supervisors,

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Sincerely,

**From:** [Zafu Abraha](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution to cease fire on Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 5:10:32 PM

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Sincerely,

Bay Area Tigray Community

Sent from my iPhone



**From:** [Daniel Hailu](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray crisis  
**Date:** Monday, March 1, 2021 5:17:59 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I pray this message finds you well.

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

\*\*\*YOUR NAME\*\*\*

Member, Bay Area Tigray Community"

**From:** [Daniel Hailu](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray region resolution  
**Date:** Monday, March 1, 2021 5:21:49 PM

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Dear Board of Supervisors,

I pray this message finds you well.

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Sincerely,

\*\*\*YOUR NAME\*\*\*

Member, Bay Area Tigray Community"

**From:** [Tigray Kahsai](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 5:26:00 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,  
Bay Area Tigray Community

**From:** [Abel Daniel](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 5:46:09 PM

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Dear Board of Supervisors,

I pray this message finds you well.

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On November 4<sup>th</sup>, 2020, the Federal Government of Ethiopia led by Prime Minister Abiy Ahmed declared a large-scale war on the people of Tigray. At the same time, Prime Minister Abiy Ahmed declared a six-month state of emergency in the region of Tigray and ordered a complete shutdown of travel to and from Tigray, electricity, banking, internet, telephone service, waterline, food supply, and no journalist or independent external organization has been allowed to enter and report from the entire Tigray region. To date, many of us have not heard from our families and we are deeply concerned for their safety and well-being.

After nearly 4 months, reports of fighting, mass murder, sexual violence against girls and women, destruction of public and private property continues. Many international aid organizations, leaders including Chancellor Angela Merkel from Germany, President Emmanuel Macron from France, President Paul Kagame from Rwanda, and the Office of the President of the United States of America have condemned the violence in Tigray, Ethiopia. However, the fighting still continues, and all efforts have not been enough.

This past Tuesday, February 23, 2021, Board of Supervisor Dean Preston, presented a resolution we, the Bay Area Tigray Community, have been working on with his office. The resolution will be up for approval this upcoming Tuesday, March 2, 2021. We humbly and respectfully request you and your colleagues to take an actionable stance and approve the resolution and help end the war on the people of Tigray and the greatest humanitarian crisis since the famine of the 1980s.

Sincerely,

Abel Atshaha

Member, Bay Area Tigray Community"

**From:** [Berhan Teka](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 5:54:18 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I pray this message finds you well.

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Sincerely,

Berhan Teka

Member, Bay Area Tigray Community"

**From:** [Menen Atsbha](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 6:03:55 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I pray this message finds you well.

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Menen Atshaha

Member, Bay Area Tigray Community"



**From:** [Melos](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 6:48:29 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I pray this message finds you well.

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Melos Woldai

Member, Bay Area Tigray Community

**From:** [Mizan Gebregziabher](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Genocide in Tigray  
**Date:** Monday, March 1, 2021 6:54:58 PM  
**Attachments:** [SF Board of Sup letter of support.docx](#)

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please read. It's too important.

Best,  
Mizan Gebregziabher

Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Member  
Bay Area Tigray Community

**From:** [Sara](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 7:03:08 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

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Sincerely,  
Sara Beraki

Member, Bay Area Tigray Community"

Sent from my iPhone

**From:** [Michael Hagos](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 7:15:48 PM

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Sincerely,

Bay Area Tigray Community

**From:** [semere hailu](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 7:19:11 PM

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Sincerely,

Bay Area Tigray Community



**From:** [semere hailu](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 7:19:15 PM

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Sincerely,

Bay Area Tigray Community

**From:** [Michael Hagos](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 7:19:52 PM

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Sincerely,

Bay Area Tigray Community

**From:** [Senai Gebrehiwet](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 7:25:38 PM

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Sincerely,

Senai Gebrehiwet

Member, Bay Area Tigray Community"

**From:** [Senai Gebrehiwet](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 7:26:12 PM

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Dear Board of Supervisors,

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Sincerely,

Senai Gebrehiwet

Member, Bay Area Tigray Community"

**From:** [Michael Hagos](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 8:00:10 PM

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Dear Board of Supervisors,

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Sincerely,

Bay Area Tigray Community

**From:** [E.H](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Cc:** [Hanna Kassa](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 8:14:16 PM

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Dear Board of Supervisors,

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Sincerely,

Etsegenet Hailu



Member, Bay Area Tigray Community"

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Sent from Gmail Mobile

**From:** [Mebrat Guangul](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 8:25:45 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

On November 4th, 2020, the Federal Government of Ethiopia led by Prime Minister Abiy Ahmed declared a large-scale war on the people of Tigray. At the same time, Prime Minister Abiy Ahmed declared a six-month state of emergency in the region of Tigray and ordered a complete shutdown of travel to and from Tigray, electricity, banking, internet, telephone service, waterline, food supply, and no journalist or independent external organization has been allowed to enter and report from the entire Tigray region. To date, many of us have not heard from our families and we are deeply concerned for their safety and well-being.

After nearly 4 months, reports of fighting, mass murder, sexual violence against girls and women, destruction of public and private property continues. Many international aid organizations, leaders including Chancellor Angela Merkel from Germany, President Emmanuel Macron from France, President Paul Kagame from Rwanda, and the Office of the President of the United States of America have condemned the violence in Tigray, Ethiopia. However, the fighting still continues, and all efforts have not been enough.

This past Tuesday, February 23, 2021, Supervisor Dean Preston presented a resolution we, the Bay Area Tigray Community, have been working on with his office. The resolution will be up for approval this upcoming Tuesday, March 2, 2021. We humbly and respectfully request you and your colleagues to take an actionable stance and approve the resolution and help end the war on the people of Tigray and the greatest humanitarian crisis since the famine of 1980s.

Sincerely,

Bay Area Tigray Community

Sent from my iPhone

**From:** [Zebib Gebretensae](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Crisis in Tigray  
**Date:** Monday, March 1, 2021 8:34:44 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Member  
Bay Area Tigray Community

--

**Zebib Gebretensae**  
**Masters in Healthcare Administration**  
[zebib.gebretensae@student.potomac.edu](mailto:zebib.gebretensae@student.potomac.edu)

**From:** [Eyerusalem Gebremedhin](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Calling for a Resolution in Tigray  
**Date:** Monday, March 1, 2021 9:01:38 PM

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Dear Board of Supervisors,

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Sincerely,

Eyerusalem Gebremedhin  
Member  
Bay Area Tigray Community

**From:** [Genet Alemsged](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Date:** Monday, March 1, 2021 9:06:01 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,  
Genet Alemsged

Member  
Bay Area Tigray Community



**From:** [Almaz Tessema](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Date:** Monday, March 1, 2021 9:16:48 PM

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Sincerely,  
Almaz Tessema

Member  
Bay Area Tigray Community

**From:** [Arseama Kibrom](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray genocide  
**Date:** Monday, March 1, 2021 9:17:56 PM

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Dear Board of Supervisors,

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Tigray and the greatest humanitarian crisis since the famine of the 1980s.

Sincerely,

Member  
Bay Area Tigray Community

**From:** [Alemseged Hebue](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Date:** Monday, March 1, 2021 9:18:27 PM

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Dear Board of Supervisors,

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Sincerely,  
Alemseged Hebue

Member  
Bay Area Tigray Community

**From:** [Lidia Michael](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** The Tigray Genocide  
**Date:** Monday, March 1, 2021 9:20:25 PM

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actionable stance and approve the resolution and help end the war on the people of Tigray and the greatest humanitarian crisis since the famine of the 1980s.

Sincerely,

Lidia Michael

Member

Bay Area Tigray Community

**From:** [Mealey Kahassai](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Genocide In Tigray  
**Date:** Monday, March 1, 2021 9:28:48 PM

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Sincerely, Mealey Kahassai.

**From:** [natnael michael](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Genocide of Tigray  
**Date:** Monday, March 1, 2021 9:32:58 PM

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Sincerely,  
Natnael G Michael

Member  
Bay Area Tigray Community

**From:** [Frehiwot](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 9:41:13 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Sent from my iPhone

**From:** [Frehiwot](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray, Ethiopia  
**Date:** Monday, March 1, 2021 9:57:02 PM

---

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Sincerely,

Bay Area Tigray Community

**From:** [gbeza2004@gmail.com](mailto:gbeza2004@gmail.com)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray Resolution  
**Date:** Monday, March 1, 2021 11:16:28 PM

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It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death. On November 4th, 2020, the Federal Government of Ethiopia led by Prime Minister Abiy Ahmed declared a large-scale war on the people of Tigray. At the same time, Prime Minister Abiy Ahmed declared a six-month state of emergency in the region of Tigray and ordered a complete shutdown of travel to and from Tigray, electricity, banking, internet, telephone service, waterline, food supply, and no journalist or independent external organization has been allowed to enter and report from the entire Tigray region. To date, many of us have not heard from our families and we are deeply concerned for their safety and well-being. After nearly 4 months, reports of fighting, mass murder, sexual violence against girls and women, destruction of public and private property continues. Many international aid organizations, leaders including Chancellor Angela Merkel from Germany, President Emmanuel Macron from France, President Paul Kagame from Rwanda, and the Office of the President of the United States of America have condemned the violence in Tigray, Ethiopia. However, the fighting still continues, and all efforts have not been enough.

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Sincerely,

Beza Geberesilassie

**From:** [Tseada Berhanu](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Tuesday, March 2, 2021 12:29:25 AM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Tseada Berhanu

--

Tseada T. Berhanu



**From:** [thewodros.atsbaha](mailto:thewodros.atsbaha)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Resolution Tigray, Ethiopia  
**Date:** Tuesday, March 2, 2021 1:03:53 AM

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Dear Board of Supervisors,

I pray this message finds you well.

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

**Thewodros Atsbaha**  
Member, Bay Area Tigray Community"





**From:** [Efrem Woldu](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Tuesday, March 2, 2021 7:03:44 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I pray this message finds you well.

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

On November 4<sup>th</sup>, 2020, the Federal Government of Ethiopia led by Prime Minister Abiy Ahmed declared a large-scale war on the people of Tigray. At the same time, Prime Minister Abiy Ahmed declared a six-month state of emergency in the region of Tigray and ordered a complete shutdown of travel to and from Tigray, electricity, banking, internet, telephone service, waterline, food supply, and no journalist or independent external organization has been allowed to enter and report from the entire Tigray region. To date, many of us have not heard from our families and we are deeply concerned for their safety and well-being.

After nearly 4 months, reports of fighting, mass murder, sexual violence against girls and women, destruction of public and private property continues. Many international aid organizations, leaders including Chancellor Angela Merkel from Germany, President Emmanuel Macron from France, President Paul Kagame from Rwanda, and the Office of the President of the United States of America have condemned the violence in Tigray, Ethiopia. However, the fighting still continues, and all efforts have not been enough.

This past Tuesday, February 23, 2021, Board of Supervisor Dean Preston, presented a resolution we, the Bay Area Tigray Community, have been working on with his office. The resolution will be up for approval this upcoming Tuesday, March 2, 2021. We humbly and respectfully request you and your colleagues to take an actionable stance and approve the resolution and help end the war on the people of Tigray and the greatest humanitarian crisis since the famine of the 1980s.

Sincerely,

Regards,  
Efrem

**From:** [Kidan Hull](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Humanitarian Crisis in Tigray  
**Date:** Tuesday, March 2, 2021 7:29:42 AM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death. On November 4th, 2020, the Federal Government of Ethiopia led by Prime Minister Abiy Ahmed declared a large-scale war on the people of Tigray. At the same time, Prime Minister Abiy Ahmed declared a six-month state of emergency in the region of Tigray and ordered a complete shutdown of travel to and from Tigray, electricity, banking, internet, telephone service, waterline, food supply, and no journalist or independent external organization has been allowed to enter and report from the entire Tigray region. To date, many of us have not heard from our families and we are deeply concerned for their safety and well-being. After nearly 4 months, reports of fighting, mass murder, sexual violence against girls and women, destruction of public and private property continues. Many international aid organizations, leaders including Chancellor Angela Merkel from Germany, President Emmanuel Macron from France, President Paul Kagame from Rwanda, and the Office of the President of the United States of America have condemned the violence in Tigray, Ethiopia. However, the fighting still continues, and all efforts have not been enough. This past Tuesday, February 23, 2021, Board of Supervisors Dean Preston presented a resolution we, the Bay Area Tigray Community, have been working on with his office. The resolution will be up for approval this upcoming Tuesday, March 2, 2021. We humbly and respectfully request you and your colleagues to take an actionable stance and approve the resolution and help end the war on the people of Tigray and the greatest humanitarian crisis since the famine of 1980s.

Sincerely,

Kidan Hull

**From:** [Yafet Bitwoded](#)  
**To:** [Board of Supervisors, \(BOS\)](#); [BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Tuesday, March 2, 2021 7:43:59 AM

---

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Dear Board of Supervisors,

I pray this message finds you well.

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Yafet Bitwoded

Member, Bay Area Tigray Community"

**From:** [hanna kassa](#)  
**To:** [Board of Supervisors, \(BOS\); BOS-Supervisors](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Tuesday, March 2, 2021 8:20:33 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Board of Supervisors,

I pray this message finds you all well.

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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With Utmost Gratitude,

Hanna Kassa

Member, Bay Area Tigray Community

**From:** [Arseama Kibrom](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray genocide  
**Date:** Tuesday, March 2, 2021 8:33:00 AM

---

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Member  
Bay Area Tigray Community



**From:** [Alula Tadesse](#)  
**To:** [BOS-Supervisors](#); [Board of Supervisors, \(BOS\)](#)  
**Subject:** Call to act on the Tigray crisis  
**Date:** Tuesday, March 2, 2021 1:36:06 PM

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,  
Alula T Worede  
Bay Area Tigray Community

**From:** [isayas](#)  
**To:** [Board of Supervisors, \(BOS\); bos.supervisors@sfgov.org](#)  
**Subject:** Resolution: Tigray, Ethiopia  
**Date:** Tuesday, March 2, 2021 5:39:29 PM

---

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4th, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Bay Area Tigray Community

Thank you  
Isayas Abaye  
5847 Southview drive  
San Jose Ca 95148

[Sent from the all new Aol app for iOS](#)

**From:** [aeboken](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#)  
**Subject:** SUPPORTING BOS Agenda Item #38 Urging Congress to Introduce and Pass a Resolution Calling for Immediate Ceasefire and Respect for Human Rights in Tigray, Ethiopia File #210189  
**Date:** Sunday, February 28, 2021 9:45:56 PM

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

**TO:** Board of Supervisors members

I am strongly supporting the Board of Supervisors resolution regarding Tigray, Ethiopia.

Eileen Boken

Coalition for San Francisco Neighborhoods\*

\* For identification purposes only.

Sent from my Verizon, Samsung Galaxy smartphone

**From:** [Arseama Kibrom](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray genocide  
**Date:** Wednesday, March 3, 2021 10:51:19 AM

---

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Dear Board of Supervisors,

It is with the highest degree of urgency we kindly request your support in ending the humanitarian crisis in Tigray region, Ethiopia. Since the large-scale war on the people of Tigray started on November 4<sup>th</sup>, 2020, the humanitarian crisis has increased exponentially with no end to this crisis. Many members of humanitarian aid organizations including the United Nations have called for an immediate ceasefire to allow humanitarian aid to reach areas in danger of massive hunger and death. However, the large-scale war continues and the lives of millions of people in the Tigray region remain at increased risk for an unimaginable crisis and death.

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Sincerely,

Member  
Bay Area Tigray Community

**From:** [Arseama Kibrom](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Tigray genocide  
**Date:** Wednesday, March 3, 2021 10:51:02 AM

---

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Dear Board of Supervisors,

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Sincerely,

Member  
Bay Area Tigray Community



**From:** [Arseama Kibrom](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Tigray genocide  
**Date:** Tuesday, March 2, 2021 2:25:09 PM

---

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Dear Board of Supervisors,

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Sincerely,

**From:** [Helen Derso](#)  
**To:** [Board of Supervisors, \(BOS\)](#)  
**Subject:** Tigray Genocide  
**Date:** Tuesday, March 2, 2021 1:51:22 PM

---

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Sincerely,

Sent from my iPhone

**From:** [Shad Fenton](#)  
**To:** [tonyc@fivekeys.org](mailto:tonyc@fivekeys.org); [Board of Supervisors, \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Graff, Amy](#); [Cityattorney](#)  
**Subject:** Industrial stand fan use at Bayshore adding to the spread and forced herd immunity of Covid !9.  
**Date:** Saturday, February 27, 2021 8:25:02 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mr. Chase,

The 5 Industrial Fans you've placed into the dorm are a hazard in this pandemic. If I or anyone were to cough, talk loudly, or sneeze in front of them those droplets will be blown across the entire fans area.

They also make it impossible to relax and do not provide a calming, caring environment.

**From:** [Shad Fenton](#)  
**To:** [tonyc@fivekeys.org](mailto:tonyc@fivekeys.org); [Board of Supervisors \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Graff, Amy; Cityattorney; Ben Baczkowski; Breed, Mayor London \(MYR\); Safai, Ahsha \(BOS\); Stefani, Catherine \(BOS\); Preston, Dean \(BOS\); Mar, Gordon \(BOS\); Ronen, Hillary; MandelmanStaff \(BOS\); Haney, Matt \(BOS\); Fewer, Sandra \(BOS\); Walton, Shamann \(BOS\); Administrator, City \(ADM\); Marie Crinnion; Brian Edwards; John Warner; Monitoring, Shelter \(DPH\)](#)  
**Subject:** Re: Industrial stand fan use at Bayshore adding to the spread and forced herd immunity of Covid 19.  
**Date:** Sunday, February 28, 2021 8:55:15 AM  
**Attachments:** [Covid Spread Industrial fans Bayshore Navigation 2.28.21.3gp](#)

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

#### UPDATE:

Attached is a video of just one fan that's been on continuously for two days and nights.

Common sense would be to remove them for safety and mitigation. Or have one blow out the contaminated air through to the outside.

Bayshore Navigation Center and Director Tony Chase are running them to herd immunity these days.

<https://www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html>

"Avoid placing fans in a way that could potentially cause contaminated air to flow directly from one person over another"

The amount of blatant neglect and harm that's being subjected to citizens here is documented.

Forcing herd immunity on an entire community is unethical, immoral, and since this virus is a killer without a cure, criminal.

What would any of you do if this was happening to you? Everyone here needs to be placed into safe environments where they can mitigate and follow mandates and not only be safe from harm's way, but feel safe from others own beliefs and gross negligence. If someone were positive and just decided to sneeze or cough in front of any of these fans, who would be charged with terrorist acts now that this email is out?

On Sat, Feb 27, 2021 at 8:52 AM Shad Fenton <[shadfenton@gmail.com](mailto:shadfenton@gmail.com)> wrote:

Mr. Chase, I am still awaiting a transfer as you are aware.

It seems the HVAC is still blowing in the outside air, but the fan has been turned down or is off? Maybe a human finger was the part that was needed to solve the problem in the first place?

I surely don't need nor want to be harassed anymore than I have, nor do I want or need to witness and continue documenting others enduring the same.

On Sat, Feb 27, 2021 at 8:24 AM Shad Fenton <[shadfenton@gmail.com](mailto:shadfenton@gmail.com)> wrote:

Mr. Chase,

The 5 Industrial Fans you've placed into the dorm are a hazard in this pandemic. If I or anyone were to cough, talk loudly, or sneeze in front of them those droplets will be blown across the entire fans area.

They also make it impossible to relax and do not provide a calming, caring environment.

**From:** [Shad Fenton](#)  
**To:** [tonyc@fivekeys.org](mailto:tonyc@fivekeys.org); [Board of Supervisors \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Graff, Amy; Cityattorney; Ben Baczkowski; Breed, Mayor London \(MYR\); Safai, Ahsha \(BOS\); Stefani, Catherine \(BOS\); Preston, Dean \(BOS\); Mar, Gordon \(BOS\); Ronen, Hillary; MandelmanStaff, \[BOS\]; Haney, Matt \(BOS\); Fewer, Sandra \(BOS\); Walton, Shamann \(BOS\); Administrator, City \(ADM\)](#)  
**Subject:** Re: Industrial stand fan use at Bayshore adding to the spread and forced herd immunity of Covid !9.  
**Date:** Saturday, February 27, 2021 8:52:34 AM

---

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They also make it impossible to relax and do not provide a calming, caring environment.

**From:** [Shad Fenton](#)  
**To:** [Ben Baczkowski](#); [Breed, Mayor London \(MYR\)](#); [Peskin, Aaron \(BOS\)](#); [Safai, Ahsha \(BOS\)](#); [Board of Supervisors, \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Ronen, Hillary](#); [MandelmanStaff, \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Fewer, Sandra \(BOS\)](#); [Walton, Shamann \(BOS\)](#); [Graff, Amy](#); [Administrator, City \(ADM\)](#); [Cityattorney](#); [Marie Crinnion](#); [Brian Edwards](#); [Carroll, John \(BOS\)](#)  
**Subject:** Shad Beauprez Fenton / Jane Fonda"s Golden Globes speech and a hello to better days.  
**Date:** Monday, March 1, 2021 1:08:57 PM

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Mayor Breed, Supervisor Peskin, Ben, Supervisors, All

Intentions are a big deal with me. After 7 plus months in the SF Homeless Program, and with no end in sight, it's time I said goodbye. I don't have a clue where this path leads, I know justice is coming, so I'll continue to wait, and survive the best I can until it does.

I also hope everyone caught Jane Fonda's Cecil Award Speech from last night. She's a hero, always. If you haven't yet, please do. I N S P I R I N G.

I stated I'm not here to sue the City. I hold my word to that. What I do wish to happen to the monies that would have been spent fighting, the possible settlement coming from my win for enduring all of this insane harassment here, I would like that number, whatever number you all here can come up with in your heads, to go to housing any and all of the community members that got screwed by Five Keys, By C.A.R.E.S, by DPW, DPH, by the City Administrator, by the Mayor's Office, or any and every agency that steals homeless funds for their own special needs.

Spend the funds allocated for homeless on housing and caring for them and this City will solve it. I heard SF has a 1B dollar homeless budget.

I hope there is a deep investigation into where every one of the 20 M dollars were spent on the new Navigation Center. Not just a reconciliation but what things actually cost in the real world to build that structure.

Farewell, stay safe.

Shad

<https://www.youtube.com/watch?v=pzhHUKCN4kQ>

<https://www.youtube.com/watch?v=pbUgxmUfLFY>

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Commission Hearing on the 321 Florida Street Agenda Earlier This Afternoon (2/25)  
**Date:** Friday, February 26, 2021 4:53:00 PM  
**Attachments:** [Palmer Chan"s Letter on 321 Florida Street Bldg.docx](#)

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**From:** Palmer Chan <palmygene@live.com>  
**Sent:** Thursday, February 25, 2021 9:07 PM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; ChanStaff (BOS) <chanstaff@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; MelgarStaff (BOS) <melgarstaff@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; amy.beinhart@sfgov.org  
**Subject:** Fw: Commission Hearing on the 321 Florida Street Agenda Earlier This Afternoon (2/25)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors and Planning Commissioners,

Hello there! I was listening to the hearing from the start but couldn't voice my opinion as a resident of the 1700 block of Bryant Street since pressing pound then 3 didn't allow me to speak at all.

I never got the chance to say that the 9-story structure is simply an overkill in light of people leaving the City and also moving out of California. Moreover, the excess height of this project will void any benefits of my plans to install solar panels in the near future. Neither did I have the opportunity to say the wall supporting my house along with those of my neighbors is from 1905 or prior to that and any heavy construction will compromise its integrity.

Those who live elsewhere in the neighborhood that speak glowingly of the project do not realize the immediate negative impact on the residents of the 1700 block of Bryant Street.

Can you at least support the effort of an ordinary tax-paying citizen like myself who aims to do his share to diminish the effects of global warming?

I implore you then to reject this 321 Florida Street project.

sincerely,  
Palmer





---

**Palmer E. Chan**

1740 Bryant Street  
San Francisco, CA 94110  
palmygene@live.com

Planning Commissioner and supervisors:

I live on the 1700 block of Bryant Street since December 1997 and I am writing to oppose the construction of the 321 Florida Street building. This 9-story behemoth will ruin any plans to eventually install solar panels on my roof. The excessive levels of this development also have a lasting adverse impact for those of us on the 1700 block of Bryant Street, condemning our respective gardens to darkness. At a time of greater awareness to not solely rely on the grid and with the availability of alternative sources of energy, this proposed building diminishes any such effort.

Please support a continuance for the hearing on 321 Florida Street agenda Items 8a (2018-016808ENX/SHD) and 8b (2018-016808ENX/SHD) scheduled to be heard at the SF Planning Commission on January 28, 2021.

I request a continuance so that we may gather more data and prepare to support an alternative design that does not put a shadow on an existing solar panel system.

Sincerely,

Palmer E. Chan

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: 900X Van Ness Avenue (in median) , Site 1 removal protest  
**Date:** Tuesday, March 2, 2021 9:48:00 AM

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-----Original Message-----

From: DEETJE BOLER <deetje@aol.com>  
Sent: Tuesday, March 2, 2021 9:45 AM  
To: DPW, Urbanforestry (DPW) <urbanforestry@sfdpw.org>  
Cc: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
Subject: 900X Van Ness Avenue (in median) , Site 1 removal protest

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

I protest the removal of the subject tree. It appears to be in good health. It is merely in the way of obtuse construction company and its plans to redesign our avenue and put bus stops in the middle of it, putting all bus patrons at risk of traffic harm as they come And go to the sidewalks.

Although I am not protesting within the protest end date of 1/6/2021, the posting of this tree has been removed, as of unknown date. Therefore, notification of public has been interrupted and needs to Be extended.

Deetje Boler

**From:** [Board of Supervisors. \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Wong, Linda \(BOS\)](#)  
**Subject:** FW: Civic Center Community Benefit District letter of support for A Place for All  
**Date:** Friday, February 26, 2021 4:57:00 PM  
**Attachments:** [CCCBD Safe Sleeping Sites letter.pdf](#)

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**From:** Helene Sautou <sautou@sfciviccenter.org>  
**Sent:** Thursday, February 25, 2021 5:37 PM  
**To:** Chan, Connie (BOS) <connie.chan@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>; Melgar, Myrna (BOS) <myrna.melgar@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; BOS-Legislative Aides <bos-legislative\_aides@sfgov.org>; Mundy, Erin (BOS) <erin.mundy@sfgov.org>  
**Subject:** Civic Center Community Benefit District letter of support for A Place for All

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear San Francisco Supervisors,  
Please find attached a Civic Center Community Benefit District letter in support of the proposed A Place for All legislation. We've included a number of photos that are representative of the conditions we saw in our District in 2020 - conditions that markedly improved with the December opening of the 33 Gough Safe Sleeping site.

Best regards,



**Helene Sautou**  
Project Director  
**Civic Center Community Benefit District**  
(415) 658-7979  
[sautou@sfciviccenter.org](mailto:sautou@sfciviccenter.org)



February 25, 2021

San Francisco Board of Supervisors  
City Hall  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102-4689

Dear Supervisors,

The Civic Center Community Benefit District supports the *Place for All* ordinance goal of increasing the number of Safe Sleeping Sites in San Francisco.

Safe Sleeping Sites provide a modicum of support, structure and sanitation absolutely essential for those unable to secure safe shelter by any other means. The Safe Sleeping Sites currently operating in our area - Fulton Street and 33 Gough - have already provided critical relief to individuals in need and suffering in our community (photos attached) but we need to do more.

As long as the COVID-19 pandemic is still causing a significant reduction in shelter space and other housing assistance programs are at capacity, the Safe Sleeping Site model is a realistic, pragmatic and humane option for immediate support for the homeless now.

Moreover, as long as the stock of affordable and supportive housing remains woefully insufficient in San Francisco and the Bay Area in general, the Safe Sleeping Site model offers an immediate stop gap while the more complex and lengthy process for more affordable and supportive housing unfolds. We believe that such *Place for All* sites should be spread throughout the City, as many neighborhoods are seeing an influx of campers and sleepers - those outer neighborhoods dwellers should not be directed to sites solely in Civic Center, Tenderloin and SoMa. And in all cases, the City should seek to inform and hear from the community prior to opening a new site.

The *Place for All* ordinance includes an annual review and report on the program, providing an opportunity to evaluate its effectiveness. We believe individual outcomes and program costs should be included in such evaluations, allowing the Board of Supervisors to make informed decisions on the future of the Safe Sleeping Site model and its place in the spectrum of responses to the regional homeless crisis.

Best regards,

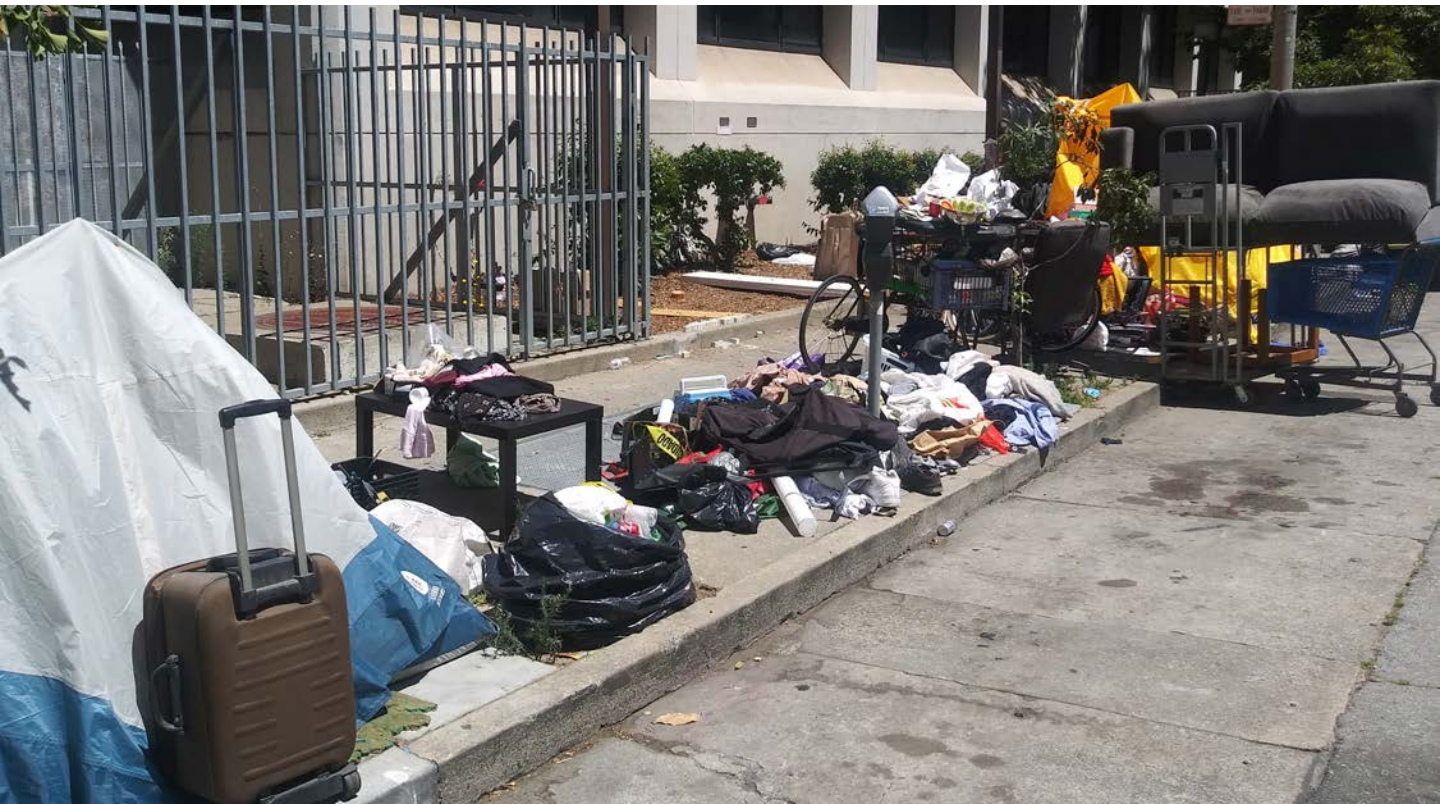
A handwritten signature in blue ink, appearing to read "Tracy Everwine". The signature is fluid and cursive, written over a light grey rectangular background.

Tracy Everwine,  
Executive Director



12<sup>th</sup> Street (at Market) – 2020





Fulton (btw Franklin and Gough) – 2020





Redwood St (at Franklin) – 2020







Above: Elm Street – Below: Market Street – 2020





Above: Fell Street – Below: Stevenson Street – 2020



**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Marstaff \(BOS\)](#)  
**Subject:** FW: Lincoln and 19th  
**Date:** Monday, March 1, 2021 10:05:23 AM

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-----Original Message-----

From: Brad Allred <[bradlyallred@gmail.com](mailto:bradlyallred@gmail.com)>  
Sent: Friday, February 26, 2021 5:39 PM  
To: Board of Supervisors, (BOS) <[board.of.supervisors@sfgov.org](mailto:board.of.supervisors@sfgov.org)>  
Subject: Lincoln and 19th

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

I live in the Outer sunset neighborhood and frequently use Lincoln Ave to commute. Within the last couple of weeks, it seems the city has altered the timing of the stop light at 20th Ave and Lincoln in a way that has made what has always been a bad traffic situation on eastbound Lincoln west of 19th Ave even worse. While the light is green at 19th for eastbound Lincoln traffic, the light is red at 20th for eastbound traffic, so all that eastbound traffic west of 20th sits there for the entire cycle, staring at a green light that no cars can pass through 30 yards ahead at 19th Ave, and builds up for blocks behind them down Lincoln. Previously, both lights cycled green simultaneously, allowing traffic to flow through both intersections in a more efficient manner. The traffic caused by the ill informed change to the timing sequence of the traffic signals is unbearable and, what is more frustrating, unnecessary. Please do something about the horrendous traffic at this intersection. It makes what is just a 5 mile commute take 45 minutes or longer.

Brad Allred

Sent from my iPhone

**From:** [Board of Supervisors \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Cabillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Wong, Linda \(BOS\)](#)  
**Subject:** FW: Comment submission for 3/2 board meeting - agenda item 13, transfer of real property - portion of former Wool Ranch  
**Date:** Tuesday, March 2, 2021 9:43:00 AM  
**Attachments:** [image001.png](#)

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**From:** Rachel Lem <RLem@ebparks.org>  
**Sent:** Tuesday, March 2, 2021 9:27 AM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** Comment submission for 3/2 board meeting - agenda item 13, transfer of real property - portion of former Wool Ranch

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello,

I would like to submit the following comment on agenda item 13 of today's Board of Supervisors meeting.

I am writing in support of the transfer of 20 acres of the former Wool Ranch to the East Bay Regional Park District. I am a Senior Real Property Specialist at the Park District and have been working with SFPUC staff on this project. The parcel in question is surrounded on three sides by EBRPD land, and is located just to the west of the Bay Area Ridge Trail. Transferring this parcel to EBRPD will protect the viewshed from the Ridge Trail. The parcel also contains a spring-fed pond that will allow for more efficient stock watering and vegetation management in this area. We appreciate the opportunity to work with SFPUC on this addition to the park district and thank them for their partnership.

Thank you.  
Best regards,



**Rachel Lem**  
**Senior Real Property Specialist** | Land Acquisition Department  
*Pronouns: she, her, hers*  
East Bay Regional Park District  
2950 Peralta Oaks Court, Oakland, CA 94605  
T: 510-544-2605 | F: 510-569-1417  
[RLem@ebparks.org](mailto:RLem@ebparks.org) | [www.ebparks.org](http://www.ebparks.org)

**STATEMENT OF CONFIDENTIALITY** | This electronic message and any files or attachments transmitted with it may be confidential, privileged, or proprietary information of the East Bay Regional Park District. The information is solely for the use of the individual or entity to which it was intended to be addressed. If the reader of this message is not the intended recipient, you are hereby notified that use, distribution, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please notify the sender immediately, destroy any copies, and delete it from your system.

Please consider the environment before you print

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Farewell San Francisco  
**Date:** Monday, March 1, 2021 9:34:00 AM

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**From:** Patrick Dodson <patrick.dodson@sbcglobal.net>  
**Sent:** Monday, March 1, 2021 8:14 AM  
**To:** District Attorney, (DAT) <districtattorney@sfgov.org>  
**Cc:** Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; SFPD, Chief (POL) <sfpdchief@sfgov.org>  
**Subject:** Farewell San Francisco

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a lifelong resident of the Bay Area I have had a long love affair with San Francisco. For decades I have worked downtown, been a frequent visitor, and occasional resident of The City. However, after a physical assault and a car break-in in the past few months it breaks my heart to say I won't be back. I know these "minor" crimes won't mean much to you, but they are part of death by a thousand cuts for what was once the greatest city in the world.

Your policies that decriminalize crime have led to large portions of the city becoming a third world dystopia that mock the progressive values you claim to support. The policies that protect a few predators have created a group of opportunists who see no consequences to their action. Meanwhile the vast majority of citizens have become oppressed by the few and unable to live their lives as they wish. The City has become a filthy, crime ridden cesspool where law abiding citizens live in constant fear for their lives and property. Residents are fleeing and visitors and businesses are staying away. This downward spiral has been seen in many cities before and never ends well for the residents overall and the few criminals you purport to help. If the city leaders continue to tolerate this situation residents will begin to take matters into their own hands and defend themselves. This will only accelerate the current path to chaos.

I urge you to take a lesson of humility from the City's patron saint and admit this social experiment has been a tragic failure. Please begin taking the necessary steps to enforce the existing laws so the City can begin the long road to return to normalcy and civility before it is too late.

Respectfully,  
Patrick Dodson

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [BOS Legislation, \(BOS\)](#)  
**Subject:** FW: Item #26 424-434 Francisco Condominium Conversion  
**Date:** Tuesday, March 2, 2021 8:08:00 AM

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**From:** Jennifer Elmore <jennifere\_sf@yahoo.com>

**Sent:** Monday, March 1, 2021 4:25 PM

**To:** Waltonstaff (BOS) <waltonstaff@sfgov.org>; ChanStaff (BOS) <chanstaff@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; MelgarStaff (BOS) <melgarstaff@sfgov.org>  
**Subject:** Item #26 424-434 Francisco Condominium Conversion

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

As a resident of San Francisco, having lived three blocks from the 424-434 Francisco Street site, I urge you to please support the Planning Commission disapproval of the condo conversion of a, now tenancy-in-common, rent-controlled building of 6 units to preserve affordable rental and homeownership housing in North Beach. Deny the appeal of this project.

The specific housing needs of this North Beach neighborhood were front & center in evaluating, applying the SF General Plan & Housing Elements to this condo conversion. North Beach has already lost too many affordable rent-controlled buildings. Between 2001-2005 the original owner WB Coyle and his 16 LLC partners have emptied out over 55 rent controlled units, displacing over 120 people the majority of whom worked in North Beach as well. We cannot replace one-for-one the stable, affordable housing that we have lost. Condo conversion **at this site, surrounded by 132 condos already**, would mean further loss of another six units of affordable homeownership or rentals in our community.

This building at **424-434 Francisco** is adjacent to **444 Francisco large condominium complex of 33 units** to the west (1982) and to the east, **418/420 Francisco** also a **2 unit rent-controlled** building which was converted to condos and added **another 11 condos** extending through the block to Vandewater Street. The **total number of condos** to the left and right of 424-434 Francisco is **44units**. Directly across the street, at **445 Francisco**, The Malt House, **another 88 condos** have been added, 28 of which face Francisco Street. **A total of 132 Condos.**

Meanwhile, in 2020 at 2223 Powell, just around the corner, a fire **destroyed 6 units of rent-controlled** housing & displaced 13 people. Two doors down from the fire also on Powell/Bay Street, construction on a **24 unit condominium complex** has begun.

Six blocks away, in 2018, a fire destroyed the 26 unit Verdi Apartment building, displacing over 38 people, seniors & families included. This **loss of 26 rent-controlled units** is not to be replaced in kind, rather, this is slated to become a **47 unit condo** complex.

Francisco/Powell Total condos w/ additional development = 132 + 24 new = **156 Condos** within 1 block

**Rent-controlled units lost: 32 due to fire, 2 due to condo conversion= 34**

**Condominiums to be added: 71 Let's not add 6 more to this total.**

**I commend the Planning Commissioners for focusing on the real housing needs of our North Beach community, and following the Policies & Objectives of the General Plan in disapproving the condo conversion of 424-434 Francisco Street. Please deny the appeal for condo conversion**

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [BOS Legislation, \(BOS\)](#)  
**Subject:** FW: Reject Condo Conversion on Francisco Street- Uphold the General Plan  
**Date:** Monday, March 1, 2021 9:31:00 AM

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**From:** T Flandrich <tflandrich@yahoo.com>

**Sent:** Sunday, February 28, 2021 8:42 PM

**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Waltonstaff (BOS) <waltonstaff@sfgov.org>; ChanStaff (BOS) <chanstaff@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; MandelmanStaff, [BOS] <mandelmanstaff@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; MelgarStaff (BOS) <melgarstaff@sfgov.org>

**Cc:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>

**Subject:** Reject Condo Conversion on Francisco Street- Uphold the General Plan

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

February 26, 2021

**Item #26 March 2<sup>nd</sup> 201379 [Hearing - Appeal of Tentative Map Disapproval - 424, 426, 428, 430, 432, and 434 Francisco Street]**

Dear President Walton and Supervisors,

I am writing you today to ask for support in upholding the disapproval of condo-conversion at 424-434 Francisco Street. This is a 6 unit rent- controlled building. While the current TIC owners may not have had involvement with the original, well known North Beach evictor WB Coyle (and myriad LLCs he operated under), the TIC disclosure "Declaration" at the time of TIC sale, would have revealed not only the building's history, but also the risks involved in converting the units into higher value condos.

Planning Commissioners Chan, Moore, and Imperial, cited the General Plan Objectives & Policies in disapproving this project. Also, looking closely at North Beach housing needs, they found this conversion inconsistent with the community objectives of the General Plan.

But it IS important to understand the building history. When the condo conversion was presented in July 2020 at the Planning Commission, the application for condo-conversion raised many questions. The building has a very notorious history, including evictions of 15 tenants (low-income elderly & disabled). And the hearing was therefore re-scheduled to September for further research on many issues.



A fuller staff report was presented at the October 1 Planning Commission hearing where the application was disapproved. The disapproval was based not on the 15-year-old evictions, but on the Housing Elements of the General Plan, which require The City to preserve diversity and affordable housing.

We the opponents of this condo conversion feel that the General Plan must be followed. If these policies are ignored, it will render the entire General Plan Housing Elements meaningless. We therefore urge you to uphold the General Plan, support the Planning Commission decision and deny this appeal.

Theresa Flandrich

Leader, Opposition to the Francisco Street Appeal

**Excerpts from the Planning Commission decision as reported in the Planning Dept memorandum October 28, 2020:**

"The tenancy in common "TIC" dwelling unit is a more affordable housing type than a condominium...typically valued 10-20% lower than the equivalent condominium unit... provides somewhat increased housing accessibility to middle-income residents. Removal of these TIC units reduces the diversity of housing types, and therefore is not consistent with this (General Plan) policy.

In particular, the North Beach area needs diverse housing and affordable home ownership for first time buyers."

The condominium conversions exacerbate "the inaccessibility of home- ownership in the North Beach neighborhood, a neighborhood with many urban amenities but where an affordable housing balance is currently challenged. "

The memorandum also reports North Beach as "a neighborhood ...where cultural and economic diversity is currently challenged."

"The Commissioners who voted against approval of the condo conversion found that approval of the Condominium Subdivision Conversion thus would not promote the health, safety and welfare of the City."

**From:** [Mchugh, Eileen \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#)  
**Subject:** FW: 424-434 Francisco Street Tentative Map Appeal  
**Date:** Tuesday, March 2, 2021 2:01:00 PM  
**Attachments:** [424 434 Francisco Eviction History through 2016 SFRB screenshot.docx](#)

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**From:** T Flandrich <tmvonflandrich@gmail.com>  
**Sent:** Tuesday, March 2, 2021 1:06 PM  
**To:** BOS Clerks Office (BOS) <clerksoffice@sfgov.org>  
**Cc:** Somera, Alisa (BOS) <alisa.somera@sfgov.org>  
**Subject:** 424-434 Francisco Street Tentative Map Appeal

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please include this in the file for this afternoon's hearing.  
Attachment is screen shot of SF Rent Board building history of evictions.

Thanks so much!  
Theresa Flandrich

### Eviction Notices

| Case No. | Property Address         | File Date   |        | Zip   | Reason                    |
|----------|--------------------------|-------------|--------|-------|---------------------------|
|          |                          | Declaration | Buyout |       |                           |
| PE00546  | 426 Francisco Street     | 02/03/95    |        |       | Other                     |
| PE00547  | 426 Francisco Street     | 02/03/95    |        |       | Other                     |
| M031123  | 424 Francisco Street, #1 | 03/21/03    |        | 94133 | Demolition                |
| M031124  | 424 Francisco Street, #2 | 03/21/03    |        | 94133 | Demolition                |
| M031125  | 424 Francisco Street, #3 | 03/21/03    |        | 94133 | Demolition                |
| M031126  | 424 Francisco Street, #4 | 03/21/03    |        | 94133 | Demolition                |
| M031127  | 430 Francisco Street, #1 | 03/21/03    |        | 94133 | Demolition                |
| M031128  | 430 Francisco Street, #2 | 03/21/03    |        | 94133 | Demolition                |
| M031129  | 430 Francisco Street, #3 | 03/21/03    |        | 94133 | Demolition                |
| M031130  | 428 Francisco Street, #1 | 03/21/03    |        | 94133 | Demolition                |
| M031131  | 428 Francisco Street, #2 | 03/21/03    |        | 94133 | Demolition                |
| M031132  | 428 Francisco Street, #3 | 03/21/03    |        | 94133 | Demolition                |
| M032625  | 428 Francisco Street     | 08/08/03    |        | 94133 |                           |
| M032626  | 434 Francisco Street     | 08/08/03    |        | 94133 |                           |
| M032627  | 424 Francisco Street     | 08/08/03    |        | 94133 |                           |
| M032628  | 428 Francisco Street     | 08/08/03    |        | 94133 |                           |
| M032629  | 432 Francisco Street     | 08/08/03    |        | 94133 |                           |
| M032630  | 430 Francisco Street     | 08/08/03    |        | 94133 |                           |
| M032631  | 426 Francisco Street     | 08/08/03    |        | 94133 |                           |
| M040615  | 424 Francisco Street     | 04/13/04    |        | 94133 | Ellis Act Withdrawal      |
| M040616  | 426 Francisco Street     | 04/13/04    |        | 94133 | Ellis Act Withdrawal      |
| M040617  | 428 Francisco Street     | 04/13/04    |        | 94133 | Ellis Act Withdrawal      |
| M040618  | 430 Francisco Street     | 04/13/04    |        | 94133 | Ellis Act Withdrawal      |
| M040619  | 432 Francisco Street     | 04/13/04    |        | 94133 | Ellis Act Withdrawal      |
| M040620  | 434 Francisco Street     | 04/13/04    |        | 94133 | Ellis Act Withdrawal      |
| M160595  | 428 Francisco Street     | 02/17/16    |        | 94133 | Breach of Lease Agreement |
| M160596  | 428 Francisco Street     | 02/17/16    |        | 94133 | Illegal Use of Unit       |
| M162621  | 428 Francisco Street     | 08/16/16    |        | 94133 | Illegal Use of Unit       |

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Major, Erica \(BOS\)](#)  
**Subject:** FW: Land Use Committee Filling for Pat  
**Date:** Tuesday, March 2, 2021 9:08:00 AM  
**Attachments:** [1 Buscovich Declaration.pdf](#)  
[2 Buscovich Exh A - CV \(002\).pdf](#)

---

**From:** Antonio Pereira <antonio@buscovich.com>  
**Sent:** Monday, March 1, 2021 5:40 PM  
**To:** Patrick Buscovich <patrick@buscovich.com>  
**Cc:** Major, Erica (BOS) <erica.major@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** Land Use Committee Filling for Pat

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi,

Please find attached the information of Patrick Buscovich.  
Thanks, Antonio Pereira

1 I, Patrick Buscovich, S.E., declare as follows:

2 1. I am a licensed civil and structural engineer, practicing for approximately 42  
3 years in San Francisco, California. I have extensive experience with the permitting process,  
4 complaints, and Notices of Violation. I have spent 3-5 hours per day at the Department of  
5 Building Inspection (“DBI”) since 1984. I make this declaration in objection to the above-  
6 captioned file, the proposed ordinance entitled Expanded Compliance Control and Consumer  
7 Protections Where History of Significant Violations (the “Ordinance”). Unless otherwise stated,  
8 I have personal knowledge of the facts stated herein and, if called as a witness, could and would  
9 testify competently thereto.

10 2. I have reviewed the proposed Ordinance. If it is enacted, individuals, entities,  
11 and agents on the “Expanded Compliance Control List” will be unable to obtain permits in a  
12 timely manner. Based on my experience with the permit application process in San Francisco,  
13 the proposed procedures that will apply to the Expanded Compliance Control List will add  
14 months to the permit application timeline. A permit that would normally be issued “over the  
15 counter” within approximately one day would take approximately two months under the  
16 proposed procedures. A permit that would normally take a week would instead take five or six  
17 months. A permit that requires Planning Department intake and review would take even longer.

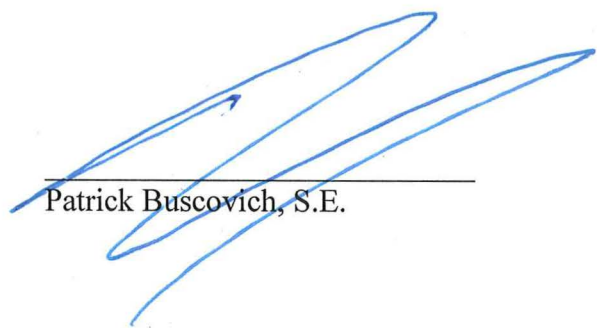
18 3. In my experience working on thousands of residential and commercial projects  
19 in San Francisco, the ability to obtain permits quickly is of paramount importance to the clients  
20 who hire engineers, architects, contractors, and other construction-related professionals. I am  
21 informed and believe that this is in part due to the cost of the time delay (carrying cost) in San  
22 Francisco being extremely high. If one of these professionals is placed on the Expanded  
23 Compliance Control List, he or she will be unable to obtain permits on a timely basis. As a  
24 result, prospective clients will not knowingly hire them to work on projects. This will  
25 effectively end their careers.

26 4. I also believe that the proposed Ordinance will expose bad actors and good  
27 actors alike to potential historic problems of favoritism and undue influence by DBI employees.  
28

1 DBI inspectors have broad discretion to address construction-related issues, including a  
2 spectrum of actions ranging from a verbal instruction to change the way something is being  
3 built, to a written “correction notice,” to multiple Notices of Violation for the same issue. Even  
4 if an issue does not truly constitute a code violation, there is no process in the City to appeal a  
5 DBI Notice of Violation. This means an inspector could issue three Notices of Violation for a  
6 disfavored professional’s project and refer the professional for inclusion on the Expanded  
7 Compliance Control List in a behind-closed-doors process – even if that professional is not the  
8 individual responsible for the alleged violations.

9 5. Attached hereto as **Exhibit A** is a true and correct copy of my curriculum vitae.

10  
11 I declare under penalty of perjury under the laws of the State of California that the  
12 foregoing is true and correct, and that this was executed on March 1, 2021.

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17 \_\_\_\_\_  
18 Patrick Buscovich, S.E.

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# **EXHIBIT A**

# Patrick Buscovich & Associates Structural Engineers, Inc.

235 MONTGOMERY STREET, SUITE 823, SAN FRANCISCO, CALIFORNIA 94104-3105 • TEL: (415) 788-2708 FAX: (415) 788-8653

## Patrick Buscovich S.E.

**Education:** University of California, Berkeley ~ Bachelors of Science, Civil Engineering 1978  
~ Masters of Science, Structural Engineering 1979

**Organizational:** State of California, Building Standards Commission  
Commissioner 2000 – 2002  
City & County of San Francisco, Department of Building Inspection (DBI)  
Commissioner/Vice President 1995 – 1996  
Chair, SF Housing Code Update 1995  
UMB Appeals Board 2005 – 2006  
Code Advisory Committee 1990 – 1992  
Chair of Section 104 Sub-Committee.  
Structural Engineers Association of Northern California (SEAONC)  
President 1997 – 1998  
Vice President 1996 – 1997  
Board of Directors 1994 – 1999  
College of Fellows Elected 2002  
Edwin Zacher Award 1999  
Structural Engineers Association of California (SEAOC)  
Board of Directors 1996 – 2000  
Applied Technology Council (ATC)  
President 2007 – 2008  
Board of Directors 2000 – 2009

**Licenses:** California, Civil Engineer C32863, 1981  
Structural Engineer S2708, 1985

**Experience:** *Patrick Buscovich and Associates, Structural Engineer – Senior Principal (1990 to Present)*  
*Specializing in Existing Buildings, Seismic Strengthening/Structural Rehabilitation, Building Code/Permit Consultation, Peer Review, Expert Witness/Forensic Engineering*

- Code Consulting and Peer Review for projects in San Francisco (Planning Department, Fire Preventing, Street Use & Mapping, Building Department, Board of Appeals).
- Permit Consultant in San Francisco (DBI, DCP, SFFD, BSUM & BOA).
- Expert Witness/Forensic Engineering/Collapse & Failure Analysis
- Seismic Retrofit Consultation.
- Member of the following SEAONC/DBI Committees:
  - Committee to revise San Francisco Building Code Section 104F/3304.6.
  - 1988-1990 Committee to draft San Francisco UMB ordinance.
  - 1993 Committee to revise the San Francisco UMB ordinance.
  - SEONC Blue-Ribbon panel to revise earthquake damage trigger, 1998
  - Secretary, Blue Ribbon Panel on seismic amendments to the 1998 SFBC.
  - Secretary, Blue Ribbon Panel Advising The San Francisco Building Department on CAPSS.
- Co-Author of the following SF Building Code Sections.
  - EQ damage trigger SFBC 3404.7.2, Repair 3405.1.3, Change of Occupancy 3408.4.1., Lateral Forces Existing Building 1604.11.1
- Author SFBC Administrative Bulletin: AB102 (Seismic alteration) & AB103 (CFC)
- Coordinator/Speaker for SEAONC San Francisco UMB Seminars 1992, 1993 & 1994.
- Speaker at 2009 SEAONC Seminar on San Francisco UMB Code, 1850 to Present.
- Member of 1993 San Francisco UMB Bond Advisory Board.
- Speaker at numerous San Francisco Department of Building Inspection Seminars on UMB.
- Speaker at numerous code workshops for the San Francisco Department Building Inspection.
- Co-author of 1990 San Francisco UMB Appeals Board Legislation.
- Co-author of San Francisco Building Code Earthquake Damage Trigger for Seismic Upgrade, Committee Rewrite 2008.
- As a San Francisco Building Commissioner:
  - Directed formulation of Building Occupancy Resumption Plan (BORP)
  - Chaired the 1995 update on the San Francisco Housing Code.
  - Directed formulation of UMB tenant protection program
- Consultant to the City of San Francisco for evaluation of buildings damaged in the Loma Prieta Earthquake (October 17, 1989) to assist the Bureau of Building Inspection regarding shoring or demolition of "Red-Tagged" structures (SOHA).
- Consultant to San Francisco Department of Building Inspection on the Edgehill Land Slide 1997.
- Consultant to 100's of private clients for evaluating of damage to their buildings from the October 17, 1989 Loma Prieta Earthquake.
- Project Administrator for multi-team seismic investigation of San Francisco City-owned Buildings per Proposition A, 1989 (\$350 million bond). (SOHA).
- Project Manager for seismic strengthening of the Marin Civic Center (SOHA).
- Structural Engineer for the Orpheum Theater, Curran Theater and Golden Gate Theater.
- Consultant on numerous downtown SF High Rise Buildings.
- Rehabilitation & Seismic Strengthening design for 1000's of commercial and residential buildings in San Francisco.
- Commercial Tenant Improvement
- Structure Rehabilitation of Historic Building.
- Structural consultant for 1000's of single family homes and apartment buildings alteration in San Francisco

## Previous Employment

- SOHA 1980-1990, Associate
- PMB 1979-1980, Senior Designer

## Public Service:

Association of Bay Area Government – Advisory Panels  
Holy Family Day Home – Board of Director  
Community Action Plan for Seismic Safety (CAPPs), Advisory Panel.

## Awards:

Congressional Award, 2003.  
SFDBI Certificate of Recognition, 1996.



**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Young, Victor \(BOS\)](#)  
**Subject:** FW: Letter of Support for Jessy Ruiz Navarro's Re-appointment to the San Francisco Immigrant Rights Commission  
**Date:** Friday, February 26, 2021 2:50:00 PM  
**Attachments:** [Jessy Ruiz IRC Support Letter.pdf](#)

---

**From:** Farley, Clair (ADM) <clair.farley@sfgov.org>  
**Sent:** Friday, February 26, 2021 1:30 PM  
**To:** Chan, Connie (BOS) <connie.chan@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Young, Victor (BOS) <victor.young@sfgov.org>  
**Cc:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; BOS-Legislative Aides <bos-legislative\_aides@sfgov.org>  
**Subject:** Letter of Support for Jessy Ruiz Navarro's Re-appointment to the San Francisco Immigrant Rights Commission

Dear Board of Supervisors,

I am writing to express my strong support for Jessy Ruiz Navarro's re-appointment to the San Francisco Immigrant Rights Commission (IRC).

Ms. Ruiz comes to this work as an advocate for immigrant and LGBTQ+ communities in San Francisco. Her commitment to uplifting and representing vulnerable communities is clear in the many ways she is engaged in community work. Ms. Ruiz has volunteered and been involved with organizations like El/La Para TransLatinas (the only organization in the Bay Area focused exclusively on trans Latinas), where she was crowned *Miss El/La* in 2018, an honor reserved for exceptional leaders in the local trans Latinx community. In addition to her volunteering, Ms. Ruiz also works as a direct service provider at Mission Neighborhood Resource Center, where she supports people experiencing homelessness in getting their basic needs met on a daily basis.

Ms. Ruiz is deeply committed to her own professional development in service of vulnerable San Franciscans. For example, Ms. Ruiz has been part of our EmergeSF professional development fellowship for two consecutive years. As part of last year's EmergeSF fellowship, Ms. Ruiz completed an internship with the City's SF Counts campaign responsible for ensuring a complete count of all residents during

the 2020 Census. Ms. Ruiz did extensive outreach to many hard-to-count communities about the importance of completing the U.S. Census regardless of immigration status, housing status, and other demographics. She spoke passionately about the U.S. Census to everyone she encountered, ranging from large audiences at LGBTQ-focused community events to her peers in the ESL course at City College she was taking at the time.

This year, one of her goals in the EmergeSF fellowship is to improve her English so she can soon take credit courses at City College of San Francisco, with the hope of eventually becoming a certified Community Health Worker and substance use counselor. Despite not having access to schooling in her home country, Ms. Ruiz has been determined to take advantage of all educational and professional development opportunities available to her since her move to San Francisco in 2016. Her dedication to her own learning is fueled by her desire to make positive change for communities in need, in particular those that she is a part of as an immigrant and a trans Latina woman.

In April 2019, Ms. Ruiz became the first trans Latina immigrant woman to serve on a City commission, and the first transgender person to serve on the IRC. Ms. Ruiz will continue to bring the breadth of her professional and lived experiences to this role and to give voice to immigrant communities in San Francisco. For these reasons, I ask that you re-appoint Jessy Ruiz Navarro to the Immigrant Rights Commission.

Thank you,

Clair Farley  
Director, Office of Transgender Initiatives  
[Clair.Farley@sfgov.org](mailto:Clair.Farley@sfgov.org)

OFFICE OF TRANSGENDER  
INITIATIVES



Friday, February 26, 2021

To: Rules Committee: Supervisors Peskin, Mandelman and Chan; Clerk Victor Young  
CC: Supervisors Stefani, Mar, Preston, Haney, Melgar, Ronen, Walton and Safai

Re: Letter of Support for Jessy Ruiz Navarro's Re-appointment to the San Francisco Immigrant Rights Commission

Dear Board of Supervisors,

I am writing to express my strong support for Jessy Ruiz Navarro's re-appointment to the San Francisco Immigrant Rights Commission (IRC).

Ms. Ruiz comes to this work as an advocate for immigrant and LGBTQ+ communities in San Francisco. Her commitment to uplifting and representing vulnerable communities is clear in the many ways she is engaged in community work. Ms. Ruiz has volunteered and been involved with organizations like *El/La Para TransLatinas* (the only organization in the Bay Area focused exclusively on trans Latinas), where she was crowned *Miss El/La* in 2018, an honor reserved for exceptional leaders in the local trans Latinx community. In addition to her volunteering, Ms. Ruiz also works as a direct service provider at Mission Neighborhood Resource Center, where she supports people experiencing homelessness in getting their basic needs met on a daily basis.

Ms. Ruiz is deeply committed to her own professional development in service of vulnerable San Franciscans. For example, Ms. Ruiz has been part of our EmergeSF professional development fellowship for two consecutive years. As part of last year's EmergeSF fellowship, Ms. Ruiz completed an internship with the City's SF Counts campaign responsible for ensuring a complete count of all residents during the 2020 Census. Ms. Ruiz did extensive outreach to many hard-to-count communities about the importance of completing the U.S. Census regardless of immigration status, housing status, and other demographics. She spoke passionately about the U.S. Census to everyone she encountered, ranging from large audiences at LGBTQ-focused community events to her peers in the ESL course at City College she was taking at the time.

This year, one of her goals in the EmergeSF fellowship is to improve her English so she can soon take credit courses at City College of San Francisco, with the hope of eventually becoming a certified Community Health Worker and substance use counselor. Despite not having access to schooling in her home country, Ms. Ruiz has been determined to take advantage of all educational and professional development opportunities available to her since her move to San Francisco in 2016. Her dedication to her own learning is fueled by her desire to make positive change for communities in need, in particular those that she is a part of as an immigrant and a trans Latina woman.

1800 MARKET ST. STE 100  
SAN FRANCISCO, CALIFORNIA 94102  
TELEPHONE: (415) 671-3073

OFFICE OF TRANSGENDER  
INITIATIVES



In April 2019, Ms. Ruiz became the first trans Latina immigrant woman to serve on a City commission, and the first transgender person to serve on the IRC. Ms. Ruiz will continue to bring the breadth of her professional and lived experiences to this role and to give voice to immigrant communities in San Francisco. For these reasons, I ask that you re-appoint Jessy Ruiz Navarro to the Immigrant Rights Commission.

Thank you,

Clair Farley

Clair Farley  
Director, Office of Transgender Initiatives  
[Clair.Farley@sfgov.org](mailto:Clair.Farley@sfgov.org)

**From:** [Board of Supervisors. \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Mayor London Breed Approved Building To Be Open Without Being ADA Compliant And Building Inspectors Compromising Public Safety  
**Date:** Friday, February 26, 2021 2:45:00 PM  
**Attachments:** [ltr ADA Complaint Resolved Update Ltr to Sophia De Anda 02 25 2021.pdf](#)

**From:** Sophia De Anda <deanda\_sophia@comcast.net>  
**Sent:** Friday, February 26, 2021 11:40 AM  
**To:** Sacco, Carol (WOM) <carol.sacco@sfgov.org>  
**Cc:** Alzaghari, Iman (ADM) <iman.alzaghari@sfgov.org>; Fessler, Thomas (DBI) <thomas.fessler@sfgov.org>; Larrick, Herschell (WOM) <Herschell.Larrick@sfgov.org>; Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Chan, Connie (BOS) <connie.chan@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; Haney, Matt (BOS) <matt.haney@sfgov.org>; Melgar, Myrna (BOS) <myrna.melgar@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Kathy at La Casa de las Madres <donations@lacasa.org>; Cityattorney <Cityattorney@sfcityatty.org>; WONG, CAROL (CAT) <Carol.R.Wong@sfcityatty.org>; tsmorris@fbi.gov; jvelen@fbi.gov; hserna@fbi.gov; maureen.french@usdoj.gov; janice.pagsanjan@usdoj.gov; jmwang@fbi.gov; outreach.sf@fbi.gov; media.sf@fbi.gov; cbs5investigates@cbs5.com; ktvu2investigates@foxtv.com; Bohn, Nicole (ADM) <nicole.bohn@sfgov.org>; CON, Controller (CON) <controller.con@sfgov.org>  
**Subject:** Mayor London Breed Approved Building To Be Open Without Being ADA Compliant And Building Inspectors Compromising Public Safety

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Carol,

Thank you so much for your response but I'm still in shock how San Francisco Mayor London Breed is so powerful and influential she can order Building Inspectors to ignore American Disabilities Act (ADA) and fast track projects to be opened but ignore public safety. I, and many other domestic violence clients were forced to pee between cars on Howard Street because restrooms weren't accessible and closed to us and some clients who brought children also had to use streets to relieve themselves too. Are developers providing kickbacks to Status of Women to ignore building codes but yet the public is denied reasonable accommodations when building was open? Therefore I've included Federal Bureau Investigation (FBI), U.S Department of Justice (DOJ) so they can expand their corruption charges against City Administrators who betrayed the public's trust. I'm also very worried because La Casa De Las Madres staff, Beatrice, became very aggressive and suspended my services after filing ADA complaint and other clients were complaining of denial of restrooms.

Therefore there is no genuine Grievance Process inside La Casa De Las Madres Beatrice does use hazing, bullying, and intimidation against us domestic violence victims and request if you can hold them accountable too.

Sincerely,

Sophia De Anda

P.S. I'd like to file another complaint because La Casa De Las Madres does not include federal law Violence Against Womens Act (VAWA) and exclude Transgender women and don't have any services for "emergency transfers" similar to other women in who receive services and feel I'm being bullied by Beatrice and others not to discuss this or bring it up in meetings.

----- Original Message -----

From: "Sacco, Carol (WOM)" <[carol.sacco@sfgov.org](mailto:carol.sacco@sfgov.org)>

To: 'Juan De Anda' <[deanda\\_sophia@comcast.net](mailto:deanda_sophia@comcast.net)>

Cc: "Alzaghari, Iman (ADM)" <[iman.alzaghari@sfgov.org](mailto:iman.alzaghari@sfgov.org)>, "Fessler, Thomas (DBI)" <[thomas.fessler@sfgov.org](mailto:thomas.fessler@sfgov.org)>, "Larrick, Herschell (WOM)" <[Herschell.Larrick@sfgov.org](mailto:Herschell.Larrick@sfgov.org)>

Date: 02/26/2021 10:28 AM

Subject: RE: ADA Complaint Status Update

Dear Ms. De Anda,

I hope this finds you well.

Attached please find the final status update letter on the Title II ADA (Americans with Disabilities Act) Complaint filed November 26, 2019, against La Casa de las Madres' Community Drop-in Office located at 1269 Howard Street, San Francisco, CA. The letter details the steps La Casa de las Madres has taken to resolve the issues identified in the original complaint.

We appreciate you bringing these issues to our attention, and thank you for your patience, especially during this past year. Please do not hesitate to contact me or the Mayor's Office on Disability if you have any questions.

Thank you,  
Carol

Carol Sacco  
Associate Director  
Department on the Status of Women  
o: 415-252-2574 | c: 510-387-8175

[www.sfgov.org/dosw](http://www.sfgov.org/dosw)

---

**From:** Sacco, Carol (WOM)

**Sent:** Tuesday, January 14, 2020 2:48 PM

**To:** Juan De Anda <[deanda\\_sophia@comcast.net](mailto:deanda_sophia@comcast.net)>

**Cc:** Anderson, Dawn (ADM) <[Dawn.Anderson@sfgov.org](mailto:Dawn.Anderson@sfgov.org)>; Kittel, Heather (ADM) <[heather.kittel@sfgov.org](mailto:heather.kittel@sfgov.org)>; Fessler, Thomas (DBI) <[thomas.fessler@sfgov.org](mailto:thomas.fessler@sfgov.org)>; Larrick, Herschell (WOM) <[herschell.larrick@sfgov.org](mailto:herschell.larrick@sfgov.org)>

**Subject:** ADA Complaint Status Update

Dear Ms. De Anda,

Attached please find a status update letter on the Title II ADA (Americans with Disabilities Act) Complaint filed November 26, 2019, against La Casa de las Madres' Community Drop-in Office located at 1269 Howard Street, San Francisco, CA. We are very sorry for your experience and appreciate that you have brought the matter to our attention.

We are working with La Casa de las Madres and the Mayor's Office on Disability to address and rectify the Title II ADA Issues identified.

Thank you for brining these issues to our attention, and thank you for your patience as we work to rectify them. Please do not hesitate to contact me or the Mayor's Office on Disability if you have any questions.

Thank you,  
Carol

Carol Sacco  
Associate Director  
Department on the Status of Women  
415-252-2574 | [www.sfgov.org/dosw](http://www.sfgov.org/dosw)



London N. Breed  
Mayor

City and County of San Francisco  
**Department on the Status of Women**



Kimberly Ellis  
Director

February 25, 2021

Sophia De Anda  
San Francisco, CA

via email: [deanda\\_sophia@comcast.net](mailto:deanda_sophia@comcast.net)

Dear Ms. De Anda:

On Wednesday, December 4, 2019, the Department on the Status of Women was forwarded your complaint received by the Mayor's Office on Disability, dated Tuesday, November 26, 2019. The Complainant / Assistance Form states that Architectural Access, Programmatic Access and Communication Access were denied to you at La Casa de las Madres' Community Drop-in Office located at 1269 Howard Street, San Francisco, CA. We are very sorry for this experience, and appreciate that you have brought the matter to our attention.

This letter serves as a final status update to communicate that La Casa de las Madres has resolved the issues identified in the original complaint. Please see the steps taken by La Casa de las Madres outlined below.

1. Architectural and Programmatic Access

- a. On March 5, 2020, the City and County of San Francisco, Department of Building Inspection (DBI) inspected and approved La Casa de las Madres' permit applications #201810123039 and #201912129404. The ADA compliant restroom at La Casa de las Madres was placed into service on March 5, 2020.
- b. On August 26, 2020, the State of California, Department of Industrial Relations, Division of Occupational Safety and Health inspected, approved, and issued a permit for a new conveyance #184380 at La Casa de las Madres' Tehama Street entrance. Accessible routes are provided in accordance with the California Building Code (CBC) Section 11B-206 and comply with CBC Division 4 requirements for an accessible route including accessible parking, wheelchair lift and door.

2. Communication Access

- a. On January 23, 2020, La Casa de las Madres had installed a new audio/visual, intercom and automated access system. All persons seeking entry to La Casa's community office may choose to ring a doorbell, push the button activating the video and audio system or knock on the door. La Casa de las Madres' staff, located inside the building, have access



to remotely release the lock on the door allowing entry to persons coming to La Casa's community office.

We appreciate you bringing these issues to our attention, and thank you for your patience, especially during this past year. Again, we apologize for your experience. As you know, our primary concern is to ensure that clients receiving services funded by the Department on the Status of Women are afforded reasonable accommodations as allowed for under the law.

Please feel free to contact me should you have any questions. I can be reached directly at [carol.sacco@sfgov.org](mailto:carol.sacco@sfgov.org) or 415-252-2574.

Sincerely,

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Associate Director

cc: Iman Alzaghari, ADAC, Grievance, Referral and Training Coordinator, Mayor's Office on Disability  
Thomas Fessler, Senior Building Inspector, Department of Building Inspection

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Imperial, Megan \(BOS\)](#); [Carrillo, Lila \(BOS\)](#); [Fieber, Jennifer \(BOS\)](#)  
**Subject:** FW: OCME response to 2/9/21 Letter of Inquiry  
**Date:** Friday, February 26, 2021 4:49:00 PM  
**Attachments:** [OCME Response to Supervisor Melgar Inquiry - 2.26.21.pdf](#)

---

**From:** Serrano Sewell, David (ADM) <david.serranosewell@sfgov.org>  
**Sent:** Friday, February 26, 2021 2:37 PM  
**To:** Melgar, Myrna (BOS) <myrna.melgar@sfgov.org>  
**Cc:** Low, Jen (BOS) <jen.low@sfgov.org>; Bukowski, Kenneth (ADM) <kenneth.bukowski@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** OCME response to 2/9/21 Letter of Inquiry

Dear Supervisor Melgar,

Please see the attached letter, the Office of the Chief Medical Examiner response to the Letter of Inquiry from your office concerning the death of Sheria Musyoka.

Please do not hesitate to contact me if your office has any questions or seeks additional information. Thank you.

Regards,

David Serrano Sewell

Chief Operating Officer  
Office of the Chief Medical Examiner  
City and County of San Francisco  
(415) 641-3699  
1 Newhall Street  
San Francisco, California, 94124



# OFFICE OF THE CHIEF MEDICAL EXAMINER

London N. Breed, Mayor

February 26, 2021

Supervisor Myrna Melgar  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102

Dear Supervisor Melgar:

This letter is provided in response to your February 9, 2021 letter of inquiry following the death of Sheria Musyoka. The below information is provided specific to the Office of the Chief Medical Examiner.

## **Overview of role providing toxicology testing in Driving Under the Influence (DUI) cases**

The Office of the Chief Medical Examiner (OCME) Forensic Laboratory Division provides comprehensive forensic toxicological services for all death investigations, drug-facilitated sexual assaults, and driving under the influence of alcohol and/or drugs (DUID) casework within the City and County of San Francisco. Law enforcement agencies utilize the OCME to perform DUID toxicology testing to determine the presence of alcohol and impairing drugs in the individual.

The OCME receives DUID cases from law enforcement of living drivers involved in all types of cases from misdemeanors to felonies, including fatal collisions. The samples from a suspected DUID driver are delivered by law enforcement to the OCME to conduct testing. Our forensic toxicology staff also provides expert opinions in the City's DUID casework for law enforcement, the District Attorney's Office (SFDA), and defense attorneys. The comprehensive nature of OCME's testing and timely response makes it a leader in the state and is used as a benchmark for other counties.

## **Timeline of forensic alcohol testing and complete toxicology report**

Forensic toxicology findings related to alcohol testing are available within a week of case receipt, and these results are shared on a weekly basis with the law enforcement party requesting the testing. The complete toxicology report which includes testing for the presence of any other impairing drugs in the individual is provided to law enforcement and the SFDA in approximately 30 days after the case samples are received, via email and on a SharePoint site accessible by these parties. At such point, the OCME closes the toxicology investigation of the suspected driver's DUID case.

The dates specific to toxicology testing of the driver in this matter are as follows:

- The OCME received DUID blood samples from the California Highway Patrol (CHP) on December 7, 2020. Following initial forensic alcohol testing, preliminary alcohol results were verbally provided to CHP on December 11, 2020. Following completion of all forensic toxicology testing, the OCME issued the final toxicology report to the CHP, the SFDA, and DMV on January 8, 2021.
- The OCME received a second set of DUID blood samples for the same individual from the San Francisco Police Department (SFPD) on February 4, 2021. Following initial forensic alcohol testing, preliminary alcohol results were verbally provided to SFPD on February 12, 2021. Comprehensive forensic toxicology testing is currently being undertaken, and a final report is expected to be issued to the SFPD, SFDA and DMV no later than March 5.

Please contact me if you have questions or if additional information would be helpful.

Sincerely,

A handwritten signature in blue ink that reads "David Serrano Sewell".

David Serrano Sewell  
Chief Operating Officer

Cc: Carmen Chu, City Administrator

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Major, Erica \(BOS\)](#); [Haneystaff \(BOS\)](#)  
**Subject:** FW: SFCDMA Letter re #201422, Shared Spaces Program, at Land Use Mon. 3.1.21  
**Date:** Monday, March 1, 2021 9:14:00 AM  
**Attachments:** [SFCDMA FINAL Letter #201422.pdf](#)

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**From:** Dee Dee Workman <deedee@sfcdma.org>  
**Sent:** Saturday, February 27, 2021 1:06 PM  
**To:** Melgar, Myrna (BOS) <myrna.melgar@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Cc:** Dick-Endrizzi, Regina (ECN) <regina.dick-endrizzi@sfgov.org>; sharky laguana <sharky@bandago.com>; SBC (ECN) <sbcs@sfgov.org>; Abad, Robin (CPC) <robin.abad@sfgov.org>  
**Subject:** SFCDMA Letter re #201422, Shared Spaces Program, at Land Use Mon. 3.1.21

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hello Supervisor Melgar and Members of the Board of Supervisors,

On behalf of Maryo Mogannam, President of the San Francisco Council of District Merchants Associations, please find the attached letter on Sup. Haney's Resolution (File #201422) regarding the Shared Spaces Program coming to Land Use Monday March 1, 2021.

To be distributed to all Supervisors and Small Business Commissioners.

Thank you.

*Dee Dee Workman*  
*Public Policy Advisor*  
*San Francisco Council of District Merchants Associations*  
[deedee@sfcdma.org](mailto:deedee@sfcdma.org)  
415-533-8130



# San Francisco Council of District Merchants Associations

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Maryo Mogannam  
President

Masood Samereie  
Vice-President

Al Williams  
Vice-President

Tracey Sylvester  
Secretary

Keith Goldstein  
Treasurer

February 26, 2021

The Honorable Myrna Melgar, Chair  
Land Use and Transportation Committee  
San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, #244  
San Francisco, CA 94102

RE: File #201422, Urging Departments to Create a Permanent Shares Spaces Program

Dear Supervisor Melgar and Members of the Board of Supervisors,

Thank you for your leadership in these unprecedentedly challenging times. I believe that as we look back at 2020, we will see that this adversity has brought many of us that are a part of the San Francisco "family" closer and made us stronger for the betterment of our City.

The San Francisco Council of District Merchants Associations (SFCDMA) has served to protect, preserve, and promote small businesses in San Francisco for 70 years. We represent 34 local merchant associations and advocate for all local merchants in every neighborhood commercial district.

We are writing in response to Supervisor Haney's Resolution (File #201422) coming to the Land Use and Transportation Committee of the Board of Supervisors on March 1, 2021 regarding the Shared Spaces Program. We appreciate the efforts Supervisor Haney and all Supervisors are making to help small neighborhood merchants survive and thrive as we begin to reopen and move through and beyond the COVID-19 pandemic.

San Francisco's merchant corridors help define the character of each of our individual neighborhoods. Local merchants contribute to San Francisco's reputation as a uniquely livable city in which to work, live and visit. It is therefore imperative that we continue to collaborate to find creative and equitable solutions that will ensure the economic recovery of local small businesses of every kind in all neighborhoods across the city.

The SFCDMA has supported the Shared Spaces Program as an emergency program. We are supportive of its continuation as a permanent Program with increasing and inclusive input from local merchants regarding equitable allocation of curb space, and with sensitivity to the fact that currently 95% of shared spaces are food based.

Thank you again for your support of San Francisco's merchants and merchant associations.

Sincerely,

  
Maryo Mogannam, President  
San Francisco Council of District Merchants Associations

cc: Clerk of the Board of Supervisors, to be distributed to all Supervisors; Clerk of the Small Business Commission, to be distributed to all Commissioners; Sharky Laguana, SBC President; Regina Dick-Endrizzi, OSB Executive Director

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Sidewalk tree Planting Promise?  
**Date:** Tuesday, March 2, 2021 8:12:00 AM

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**From:** w y <[dragonflysfo@gmail.com](mailto:dragonflysfo@gmail.com)>  
**Sent:** Monday, March 1, 2021 4:49 PM  
**To:** Board of Supervisors, (BOS) <[board.of.supervisors@sfgov.org](mailto:board.of.supervisors@sfgov.org)>; Breed, Mayor London (MYR) <[mayorlondonbreed@sfgov.org](mailto:mayorlondonbreed@sfgov.org)>; [sfpd@sfgov.org](mailto:sfpd@sfgov.org); [sfpdcommunityrelations@sfgove.org](mailto:sfpdcommunityrelations@sfgove.org); [ubanforestry@sdpw.org](mailto:ubanforestry@sdpw.org); MONS (MYR) <[MONS@sfgov.org](mailto:MONS@sfgov.org)>  
**Subject:** Fwd: Sidewalk tree Planting Promise?

----- Forwarded message -----

From: **w y** <[dragonflysfo@gmail.com](mailto:dragonflysfo@gmail.com)>  
 Date: Mon, Mar 1, 2021 at 4:44 PM  
 Subject: Re: Sidewalk tree Planting Promise?  
 To: Safai, Ahsha (BOS) <[ahsha.safai@sfgov.org](mailto:ahsha.safai@sfgov.org)>

Ahsha Safai,

No response from Director Short about Sidewalk Tree Planting on Harold Ave (even number side) between Bruce and Ocean Ave?

-City Property Taxes has not been reduced,even city College additional taxes,when its been in virtual learning in past year?

-More Homeless people invading this neighborhood,causing unhealthy littering,pandering,drug/alcohol use...main root problem...Muni is NOT STOPPING FARE EVADERS,and

NOW Almost everyone DEPLOYS "NOT PAYING".....REALLY?....DOES MUNI Drivers and Operators do their Job for FREE?....HOW MUCH \$\$\$ Revenue Drains before its too

Late to ENFORCE....Yet Muni Recorded Announcements,includes "Respect our Muni Operators" ....REALLY?.....How many times THEY Dont RESPECT CUSTOMERS,its VERY CONDESCENDING!!! to make that recorded ANNOUNCEMENTS....Instead of NO EATING AND DRINKING?....REALLY!

-What a Waste of \$\$\$ to RENOVATE Balboa Park Station "Greenhouse Entrance",then CLOSE IT,forcing Fare-evaders to go thru "Emergency Exit on Ocean Side" entering and exiting! Really? If Bart would of spent \$\$\$ on CLEANING UP and putting SPIKES on PIGEONS NESTING inside Station for "YEARS" ....and K Muni Line,Lets Passengers OFF but not allow BOARDING is "INSANE DESIGN and MANAGEMENT" for TRANSIT HUB STATION!!

-CITY should TAKE more ACTIONS to CLOSE OFF the Sidewalk Pathway Along 280 between Ocean and Geneva,as NO ONE would DARE GO THRU this Area that IS HOMELESS CAMPINGS,and GRAFFITI Constantly on the RETAINING WALLS Facing 280!!

-San Francisco Civil Servants SHOULD LIVE IN THE CITY.....Like CHICAGO Requires its City Workers,to encourage more "CARING and RESPONSIBILITIES" to the CITY,than just use SAN FRANCISCO as a "PIGGY BANK" and COMMUTE FAR AWAY from CARING ABOUT THIS CITY!!....REALLY SHAMEFUL!!!  
-If Mayor and CITY PANDER and PATRONIZE the HOMELESS ...MORE THEN Paying TAX RESIDENTS ,THEN THIS CITY IS BEING "GHETTO-IZING" and SPIRAL DOWN to LIKE "DETROIT"....is that the city wants....to get so called Affordable Housing?....REALLY? NO BARS AROUND THIS CITY, You are not FORCED to LIVE HERE,there are 49 other STATES that is ALOT CHEAPER to get Affordable Housing!!

ENOUGH IS ENOUGH!!!.....NO MORE EXCUSES to WHY this CITY'S QUALITY OF LIFE has gone DOWNHILL....from ACTIONS or LACK OF has CAUSED!!

-Parking by Ocean Ave 941-955 ,is those RESIDENTS PRIVATE PROTECTED PARKING SPACES,as 1 Family at 955 Ocean Ave,has 5 CARS!...PARKING in Valuable Parking Spaces for MONTHS/YEARS,and reporting to DPW to at Least get "STREET SWEEPING DAYS" on that side STREET is LAME!!!....Trash and broken glasses is left to neighborhood to clean up,and no one else can have a chance to PARK There!!!.....CRAZY!!!...and UNFAIR!!!

HOMELESS PEOPLE "DRAIN CITY'S REVENUES....THEY CONTRIBUTE NOTHING BUT "GHETTO\_IZING" THIS CITY and LESSEN QUALITY OF LIFE  
Even Though our Homes are worth Million\$\$\$ Dollars,we step out into the GHETTO-Loose Trash,Graffiti,Homeless,Human/Dog SHIT/PISS...ETC>

City should REQUIRE any Businesses DOING ANIMAL RELATED,TO PROVIDE "RELIEF AREAS/INSIDE OR OUTSIDE their Property Address!!  
Ocean Ave Animal Hospital,Causes the Neighborhood,with "unresponsible pet owners,and cars blocking nearby homes driveways,and parking on sidewalks etc!....CRAZY!!

I DONT THINK YOU DO THIS JOB FOR FREE!!...and CITY RESIDENTS AND PROPERTY TAXPAYERS that Follow "LAW AND ORDER"...and FREE LOADERS!!!

ADDRESS THESE ISSUES !!!

San Francisco Residents and Property Taxpayers

On Wed, Dec 23, 2020 at 6:34 PM Safai, Ahsha (BOS) <[ahsha.safai@sfgov.org](mailto:ahsha.safai@sfgov.org)> wrote:

Director Short,

Can you update us on plans for trees on the even side of Harold as described below.

Thank you,

Ahsha

Ahsha Safai, *M.C.P.*

*District 11 Supervisor*  
*San Francisco Board of Supervisors*  
(415) 756-8103

On Dec 23, 2020, at 5:51 PM, w y <[dragonflysf@gmail.com](mailto:dragonflysf@gmail.com)> wrote:

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

200 Block of Harold Ave.(even numbers) from Bruce Street to Ocean Ave  
Very Wide Sidewalks,that cars/trucks are Driving Down Endangering Pedestrians!  
Where is the Trees that Ahsha Safai said was "coming",but yet NOTHING?



**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Summer camp for kids.  
**Date:** Tuesday, March 2, 2021 8:58:00 AM

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**From:** Barbara St. Marie <bstmarie2000@yahoo.com>  
**Sent:** Monday, March 1, 2021 5:22 PM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** Summer camp for kids.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

The effort to give free summer camp to our school children is misguided.

1. Your program targets children in public schools. I believe San Francisco has many children in private and parochial schools. What about them?
2. If the children are falling behind, a better use of the funds would be extending the school year throughout the summer. Children would be happy to see one another.
3. Fire all of the current teachers. If they do not want to work, they they can be unemployed. My son teaches in a private school and is quite put out because his public school counterparts are teaching 3 hours or less a day. He is teaching all day and has been all year.

This idea is just crazy. In fact, it seems that is is one that the school board thought up with renaming the schools and changing Lowell to a main stream high school. I wish there were some adults in the room

From: [Board of Supervisors \(BOS\)](#)  
To: [BOS Supervisors](#)  
Cc: [Charles \(Chuck\) \(BOS\)](#); [Somenzi, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
Subject: FW: Supervisor Preston wants free Muni for duration of pandemic - The San Francisco Examiner  
Date: Monday, March 1, 2021 9:23:00 AM

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-----Original Message-----  
From: Jamey Frank <jameyfrank@me.com>  
Sent: Sunday, February 28, 2021 1:37 PM  
To: Board of Supervisors, (BOS) <boardofsupervisors@sfgov.org>; Preston, Dean (BOS) <dean.preston@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Calvillo, Angela (BOS) <angela.calvillo@sfgov.org>; Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>  
Subject: Supervisor Preston wants free Muni for duration of pandemic - The San Francisco Examiner

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Since SFMTA is starved for funds here's what I propose:

- Use the federal funds to re-open cable cars and the subway.
- Layoff drivers that are sitting around and not working due to closed transit.
- Get all riders to pay their fair share.
- Cancel all of the street remodeling projects (that neither residence nor businesses want) wasting billions of dollars.

Giving away free transit and squandering funds on road closures just perpetuates the mediocrity of our unreliable public transportation system.

<https://www.4mat-protection.com/v1?url=https://www.sfgov.org/news/supervisor-preston-wants-free-muni-for-duration-of-pandemic&q=yjwMadNWExY2U4WE2NQ=s4h=GD9wYThYggZmRZTZmNmLzYmVhMjNjA3YjE5ZjZlMmlyMmMqZmRmLmEwZGUAMGhYNgZlZTU0MTcZGQqMg==4p=YYAaOaSmZHQyOmF2YW5hbG9vZmZpY2UuSjYGVZWlhaWxkX2YyYWh0Ojg2NTUuMmVjNjZGZGZTE4YmU1MTMhNGY1YmI4YmFmOnYa>

-Jamey

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Young, Victor \(BOS\)](#)  
**Subject:** FW: Support Lucia Obregon Matzer  
**Date:** Monday, March 1, 2021 9:34:00 AM

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**From:** Jordan Davis <jodav1026@gmail.com>

**Sent:** Monday, March 1, 2021 8:28 AM

**To:** Chan, Connie (BOS) <connie.chan@sfgov.org>; Groth, Kelly (BOS) <kelly.groth@sfgov.org>; victoria.gu@sfgov.org; Hsieh, Frances (BOS) <frances.hsieh@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Mundy, Erin (BOS) <erin.mundy@sfgov.org>; Bintliff, Jacob (BOS) <jacob.bintliff@sfgov.org>; Temprano, Tom (BOS) <tom.temprano@sfgov.org>; Adkins, Joe (BOS) <joe.adkins@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>

**Subject:** Support Lucia Obregon Matzer

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Supervisors Mandelman and Chan,

I want to send this (last minute) letter in favor of Lucia Obregon Matzer for the Immigrants Rights Commission, and join the chorus of those who support her front line work to enhance the lives of people in the Mission, from help for businesses to direct action for farmworkers, to getting people counted in the census to so much more.

She also is a woman (which we need more of on boards and commissiond), a queer person, an actual immigrant, and a San Francisco resident.

But I want to talk about something that may make you not want to vote for her, and that is the fact that she is not as engaged in local or state Democratic Party politics, and I know that it seems like there is a weird "spoils" system in city hall, but I really think that someone who is not engaged in party politics can make the best commissioners, as they care more about what's happening on the ground and apply their expertise with providing for community's material needs rather than political machinations.

As a former commissioner who was often considered an "outsider", I feel that commissions need people who can tell the Board of Supervisors what they need to hear and not what they want to hear, and to use their on-the-ground expertise to serve the people (and you can apply this to any board or commission). This is especially an acute need for the Immigrant Rights Commission, even though Trump is gone, the Biden administration's commitment to immigrant rights has been incremental at best and performative at worst, and we need people who can go above and beyond on these issues, and Lucia definitely has all those qualifications, and I recommend her fully to the Immigrants Rights Commission so she can continue to serve the people

Regards,

Jordan Davis (she/her)  
District 6

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Major, Erica \(BOS\)](#)  
**Subject:** FW: toxic waste on treasure island - action now!  
**Date:** Monday, March 1, 2021 9:19:00 AM

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**From:** Rachel Ball-Jones <balljonesr@gmail.com>  
**Sent:** Saturday, February 27, 2021 8:21 PM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** toxic waste on treasure island - action now!

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear board of supervisors,

I'm a constituent of the 5th district writing to express my concern about the toxic environment on Treasure Island. Just recently, a [young boy](#) was diagnosed with a brain tumor that's suspected to be linked to waste from the island. The rest of his family suffers from hair loss and mysterious respiratory issues. Many residents of the island have claimed similar issues over the years (see these articles from a quick [Google search](#)). In spite of a shocking amount of evidence, nothing has been done and the Navy continues to claim that the environment of the island is safe to build on. Supervisor Haney's request for a public forum is a good start, but not nearly enough to fix what's gone wrong.

Every week, I tutor a young island resident in reading. He describes how his friends play on the island - they poke around the abandoned buildings, they look for treasures in the rocks by the shore. Typical kid stuff. It makes me sick to think that my student's family has been duped - they've chosen a safe life for their kids away from the big city, and every day their son is exposed to radiation and toxic chemicals. Kids deserve better from their government, and the board of supervisors has the opportunity to fix these issues.

Before building begins on the new residential buildings on the island, the city must ensure that proper waste disposal is done, that the residents of the island are engaged appropriately, and where necessary compensated for their losses and their exposures.

Best,  
Rachel

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Vaccines for teachers  
**Date:** Friday, February 26, 2021 10:42:00 AM

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**From:** Elizabeth Levett <[dreamchair@yahoo.com](mailto:dreamchair@yahoo.com)>  
**Sent:** Friday, February 26, 2021 9:09 AM  
**To:** Board of Supervisors, (BOS) <[board.of.supervisors@sfgov.org](mailto:board.of.supervisors@sfgov.org)>  
**Subject:** Fw: Vaccines for teachers

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Respectfully submitted to the mayor this morning...

[Sent from Yahoo Mail for iPad](#)

Begin forwarded message:

On Friday, February 26, 2021, 8:11 AM, Elizabeth Levett <[dreamchair@yahoo.com](mailto:dreamchair@yahoo.com)> wrote:

Dear Mayor Breed,

This past week, in between finalizing report cards, holding parent conferences, getting to meetings, gathering materials, making sure my classroom is a "sanitary environment" with everything carefully stowed away to make room for fourteen desks spaced six feet apart, and generally trying to reinvent what instruction should look like in a world where my students log on early or late, with or without parent help and the materials I've meticulously described in my detailed lesson plans, I tried in vain to find an appointment for a COVID vaccine so I could one day get back to teaching in person. Yet every time I listen to the news, read the paper, or log on with social media, I'm confronted with complaints that teachers don't want to do our job and our union is enabling us to slack off.

In one conference a parent was saying how much they want their children back in school. I said I want that too. I could hear the frustration and near hostility in this parent's voice when he said to me, "Well then, tell your union!" I explained as calmly as possible that my union protects not only me and my school, but the teachers and families in the Bayview, Hunter's Point, the Excelsior, the Tenderloin, and the Mission District – where many homes include family members who are essential workers, many commute on public transportation – and that what we decide we decide for all our members. During this pandemic all our actions have wide ripple effects.

What I didn't say was that, by the way, this is hard on us too. We have not been staying home because it's easy. We have not been teaching from home because we want to slack off. My kindergarten students, some of whom didn't know any of their letter names or sounds when they first logged in with me in August, are now all reading and writing at or, in many cases beyond end-of-year proficiency. So it would seem I have been doing my job.

Early in the pandemic we were proud to be Californians, proud of the steps our governor had taken, proud of our mayor and our city. Imagine then our disappointment when we

heard that the district is pushing us back into the classroom and our mayor has filed suit against our district.

If you want schools to open then help us get vaccines. Instead of expecting us to navigate the plethora of websites and lengthy questionnaires that offer us a place somewhere in line if we happen to get lucky enough, the mayor's office – your office – could designate a single location and times when teachers can come for a vaccine. If you want K-2 and Special Education classes open sooner – then designate a day and set up a site to get it done rather than burden us with a ridiculous system for trying to get vaccinated on our own time or accusing us in the media of not wanting to to our job. Doing our job is what we've wanted to do and tried to do all along.

Respectfully yours,

Elizabeth Levett Fortier  
George Peabody Elementary

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Why is "Lawlessness in this Once Beautiful CIY going to 3rd World Status?"  
**Date:** Tuesday, March 2, 2021 9:01:00 AM

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**From:** Ingleside San Francisco <inglesideneighbor@gmail.com>  
**Sent:** Monday, March 1, 2021 5:27 PM  
**To:** Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>; MONS (MYR) <MONS@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** Fwd: Why is "Lawlessness in this Once Beautiful CIY going to 3rd World Status?"

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----- Forwarded message -----

**From:** **Ingleside San Francisco** <[inglesideneighbor@gmail.com](mailto:inglesideneighbor@gmail.com)>  
**Date:** Thu, Oct 8, 2020 at 3:35 PM  
**Subject:** Why is "Lawlessness in this Once Beautiful CIY going to 3rd World Status?"  
**To:** <[mayor.londonbreed@sfgov.org](mailto:mayor.londonbreed@sfgov.org)>, <[mons@sfgov.org](mailto:mons@sfgov.org)>

We Residents and Property Taxpayers of San Francisco,are tired of the EXCUSES-EXCUSES and using the Pandemic to SIT AT HOME and GET FULLY PAID by OUR TAX \$\$\$!!!

San Francisco Civil SERVANTS and DEPARTMENTS....MUST DO THEIR JOBS!!

STOP PATRONIZING THE HOMELESS AND FAREEVADERS TO RUIN OUR QUALITY OF LIFE ISSUES....OF ENCAMPMENTS<TRASH>GRAFFITTI>MUNI DRIVERS DOING WHATEVER THEY WANT> ETC> ETC>>>....if you dont know the MOUNTING PROBLEMS

Then you are OUT OF TOUCH,and NOT DOING YOUR JOBS!!...SHAME ON YOU!!

YOUR LACK OF ACTIONS SUPPORT CRIMINAL ELEMENTS TO PURPETUATE THE DEGRADING OF THIS ONCE BEAUTIFUL CITY INTO "3RD WORLD STATUS"

MAYOR BREED is NOT A MAYOR BUT "QUEEN OF THE GHETTO"!!!

WHEN THE CITY GOES BANKRUPT AND BECOMES MORE GHETTO LIKE DETROIT< WILL THAT GET YOUR ATTENTION.....WOULD BE TOO LATE!!!

San Francisco Residents and Property TAXPAYERS!!!



**From:** [pmonette-shaw](#)  
**To:** [Morewitz, Mark \(DPH\)](#)  
**Cc:** [Chan, Connie \(BOS\)](#); [Melgar, Myrna \(BOS\)](#); [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 \(BOS\)](#); [Calvillo, Angela \(BOS\)](#); [Breed, Mayor London \(MYR\)](#); [Elsbernd, Sean \(MYR\)](#); [Hepner, Lee \(BOS\)](#); [Goossen, Carolyn \(PDR\)](#); [ChanStaff \(BOS\)](#); [MelgarStaff \(BOS\)](#)  
**Subject:** Written Testimony for 3/2/21 Health Commission Meeting: LHH Visitation Policy  
**Date:** Monday, March 1, 2021 5:23:25 PM  
**Attachments:** [Testimony to Health Commission LHH Patient Visitation 21-03-02.pdf](#)

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This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Mr. Morewitz,

Attached is written testimony for Tuesday's Health Commission meeting on March 2.

**Please forward this e-mail and its attachment to each member of the Health Commission prior to the start of tomorrow's meeting, and kindly notify when you have done so.**

Given LHH's rate of resident and staff vaccinations, now is clearly the appropriate time for the Health Commission to discuss revising and updating LHH's visitation policies.

Since Mayor Breed is pushing to reopen indoor dining and reopen schools, the Health Commission should mandate that LHH be reopened for indoor visitation. After all, isolation kills, too.

Thanks,

Patrick Monette-Shaw  
*Columnist*  
*Westside Observer* Newspaper

## Patrick Monette-Shaw

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March 2, 2021

San Francisco Public Health Commission  
Dan Bernal, President  
Laurie Green, M.D., Vice President  
Edward A. Chow, M.D., Commissioner  
Susan Belinda Christian, J.D., Commissioner  
Cecilia Chung, Commissioner  
Suzanne Giraud, ED.D, Commissioner  
Tessie M. Guillermo, Commissioner  
101 Grove Street  
San Francisco, CA 94102

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**“ Mayor Breed and DPH have shown reckless disregard for the rights of SNF residents to have in-person, in-facility indoor visitation. ”**

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**“ Since Mayor Breed is pushing to reopen indoor dining and reopen schools, the Health Commission should mandate that LHH be reopened for indoor visitation. ”**

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Dear President Bernal and Members of the Health Commission,

Re: Testimony LHH Patient Visitation Policy

Since LHH administrators are reportedly planning to resume visitation on March 3, isn't this the perfect time for the Health Commission to revisit and publicly discuss LHH's indoor visitation policy now? After all, March 10, 2021 marks the one-year anniversary of residents in San Francisco's long-term care facilities having to endure the isolation brought on by Mayor Breed's March 20, 2020 Order prohibiting visitors in all of the City's SNF's.

Mayor Breed and DPH have shown reckless disregard for the rights of SNF residents to have in-person, in-facility indoor visitation with their families, friends, and caregivers.

- On February 25, 2020 Breed declared a state of emergency to prepare for COVID-19.
- On March 5, 2020 the first COVID-19 case in the City was reported.
- On March 7, 2020 Breed — through the City's Health Officer — issued an Order limiting visitors and non-essential personnel into, and from, Laguna Honda Hospital.
- On March 10, 2020, the Order was extended to impose similar restrictions and other safety measures on the other 18 skilled nursing facilities, and other residential *care* facilities in the City.
- On March 11, 2020, the Order was expanded again to include the skilled nursing unit at Zuckeberg San Francisco General Hospital and add additional safety requirements.
- On March 18, 2020, the Health Officer and Breed extended similar restrictions and protections to other types of residential *living* facilities in the City (presumably to other board-and-care homes, etc.).

The Order has been in place continuously for the entire year (since March 2020), effectively restricting in-person visitation. The Order and its subsequent amendments purported to allow in-person visitation when it could be done safely.

That suggests that the 108 people who have died in San Francisco SNF's through February 7 may have died alone, without visitation.

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**“ The 108 people who have died in San Francisco SNF's through February 7 may have died alone, without visitation. ”**

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A September 4 update to the Order claimed to give facilities *flexibility* in allowing three *new* kinds of visitation: Outdoor visits (where residents and their visitors are outside), vehicle-based visits (where visitors remain in a vehicle), and window visits (where the resident remains in the building behind a window or door with a window). Sadly, as of October 13, LHH reported to the full Health Commission that it was “*still looking to identify locations for closed window visits.*”

That's of course, patently ridiculous: Between LHH's replacement buildings opened in 2021 and the old hospital facilities which are still standing in their entirety, LHH has literally *thousands* of windows. Does the Health Commission really expect members of the public to believe that not one window was ever identified at LHH for window visits, and no windows were subsequently identified between October 13 and today's date?

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**“ LHH has literally *thousands* of windows. Does the Health Commission really expect members of the public to believe that not one window was ever identified at LHH for window visits? ”**

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March 2, 2021

**LHH Patient Visitation Policy**

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The Order did not permit indoor visitation.

The September 4 update to the Order claimed the City’s Health Officer and the Department of Public Health had been “*reviewing the literature and data to help craft rules that will expand visitation in safer ways while also continuing to protect these populations.*”

In other words, DPH and Breed’s Health Officer has been studying how to expand visitation for going on nearly six months between September 4, 2020 and March 2021, with no solution in sight.

All along, there has been only one exception for indoor visitation: To provide end-of-life visitation that required a physician determine a resident was at end-of-life, but the end-of-life visitation was restricted to one visitor at a time for only one hour at a time.

Notably, San Francisco’s full Health Commission has held 36 meetings since Breed first ordered LHH closed to visitors on March 7, 2020. None of the Commission’s 36 meeting agendas had a specific agenda item to discuss the policy of restricting visitors. The Commission’s subcommittee on LHH — its LHH-JCC (Joint Conference Committee) of Health Commissioners and senior LHH staff — has separately held seven meetings since March 7, 2020, and the LHH-JCC, too, has not had a specific agenda item on LHH’s visitation restrictions.

The full Health Commission did have one agenda item on October 13 titled “*LHH Re-opening,*” that included a presentation on visitation. The October 13 PowerPoint presentation summarized visitation parameters, including, among others:

- All visitation types [outdoor visits, window visits, and vehicle visits] must occur outside.
- Maximum of 1-hour visitation per resident per day and may be shorter if needed.
- Maximum of 1 occurrence of visitation per resident, per week.
- COVID-positive residents cannot receive visitors unless end-of-life.

SFDPH’s September restrictions — still in place in March 2021 — prohibiting in-person, indoor visitation stands in stark contrast to guidance from CMS issued on September 17 (QSO-20-39-NH) allowing in-person visitation in SNF’s provided that some conditions are met, and in contrast to California Public Health Department (CDPH) guidance that allowed indoor visits in 46 Red-, Orange-, and Yellow-Tier counties, also provided that precautions and conditions, such as visitor temperature checks for fever, wearing of face masks, and hand washing were met.

CDPH’s *All Facilities Letter #20-22.5* issued on October 23 authorized *in-facility* visitation of SNF residents in jurisdictions in the Red Tier (San Francisco was then in the Red Tier, and only entered the Purple Tier on November 29). That meant *indoor* visitation.

Indeed, San Francisco was in the Red Tier in August and moved into the Orange Tier on September 29. Accommodation for indoor visitation should have been implemented as far back as September 17, since San Francisco didn’t enter the Purple Tier until November 29.

Not allowing indoor visitation violates honoring the human rights of the residents

Dr. Louise Aronsen, a noted geriatrician at UCSF, has said she thinks we can safely say there is abundant evidence that 1) Ongoing visitation restrictions are leading to irreversible declines and deaths among nursing home residents, 2) Nursing home residents are being deprived of their civil and human rights in ways other populations are not — with the possible exception of prisoners, and 3) SFDPH leaders had been informed of this growing evidence-base repeatedly over a five-month period.

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**“ The September 4 update to the Order claimed that SFDPH had been ‘*reviewing the literature and data to help craft rules that will expand visitation ...*’.**

**DPH has been studying how to expand visitation for nearly six months, with no solution in sight.”**

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**“ There has been only one exception for indoor visitation: To provide end-of-life visitation restricted to one visitor at a time for only one hour at a time.”**

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**“ SFDPH’s restrictions prohibiting in-person, indoor visitation in September stands in stark contrast to guidance from CMS issued on September 17 allowing in-person visitation in SNF’s.”**

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March 2, 2021

**LHH Patient Visitation Policy**

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In addition to DPH leaders knowing visitation restrictions have been impacting SNF resident's civil and human rights, so too must Mayor Breed. After all, as recently as 2016, Breed's grandmother reportedly died at LHH.

On February 19, a patient advocate who has a family member in a San Francisco SNF reached out to San Francisco's Health Commission and SFDPH urging them to revisit the issue of visitation in long-term care facilities, and asking that visitation policies be placed on the Health Commission's March 2, 2021 meeting agenda.

They made the request anticipating that on March 3 San Francisco is expected to be moved from the Purple Tier back to the Red Tier, given that CDPH and CMS guidelines allow indoor visitation. Even LHH has acknowledged it is preparing to resume visitation on March 3, the day after the Health Commission's March 2 meeting.

It took the Health Commission five days before it responded, saying:

*"Because the San Francisco COVID-19 Command Center Information and Guidance Branch is currently working on the issue of visitation at long term care and skilled nursing facilities, the Health Commission leadership, in consultation with DPH leadership, asked me to let you know that the item will not be included on the 3/2 Health Commission meeting agenda."*

That response was ridiculous for a number of reasons. First, as noted above, DPH's Health Officer claimed to have been studying how to expand visitation for going on nearly six months since September 4, 2020. Now we learn that the *COVID-19 Command Center Information and Guidance Branch* is part of the team developing the visitation guidance. What is it taking the Guidance Branch so long?

In response to a subsequent *Westside Observer* request for public records seeking the name of the director of the Guidance Branch is, SFDPH lamely stalled on February 26, claiming *"The Information and Guidance Branch Director is not always the same person for the entirety of the activation"* and suggested e-mailing the I&G Branch to find out who is the current director.

That was patently ridiculous. The minutes of the Health Commission's February 16 meeting notes that Dr. Rita Nguyen, director of the *COVID-19 Command Center Information and Guidance Branch* presented an agenda item titled *"COVID-19 Update"* on February 16. Presumably, Dr. Nguyen was still the I&G Branch director 10 days later on February 26 and still is.

Second, the *San Francisco Chronicle* [reported](#) on February 20 that about 90% of LHH's residents have gotten their first vaccine shot and 85% have been fully vaccinated with both shots; and 84% of LHH's clinical staff have gotten their first vaccine shot and 80% have been fully vaccinated.

The *Chronicle* also reported that no Laguna Honda residents have tested positive for the virus since Jan. 18, the last patient in LHH's COVID unit was discharged "last week," and LHH *"administrators are planning to allow family and friends to resume visiting residents starting March 3."* [March 3 is presumably the date on which Mayor Breed and SFDPH anticipates the City will return to the Red Tier.]

Given LHH's rate of resident and staff vaccinations, now is clearly the appropriate time for the Health Commission to discuss revising and updating LHH's visitation policies.

Since Mayor Breed is pushing to reopen indoor dining and reopen schools, the Health Commission should mandate that LHH be reopened for indoor visitation. After all, isolation kills, too.

Respectfully submitted,

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**“ Even LHH has acknowledged it is preparing to resume visitation on March 3, the day after the Health Commission’s March 2 meeting. ”**

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**“ DPH’s Health Officer claimed to have been studying how to expand visitation for going on nearly six months since September 4, 2020. ”**

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**“ Minutes of The Health Commission’s February 16 meeting notes that Dr. Rita Nguyen was director of the COVID-19 I&G Branch. Presumably, she still is. ”**

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March 2, 2021

**LHH Patient Visitation Policy**

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**Patrick Monette-Shaw**

*Columnist*

*Westside Observer* Newspaper

cc: The Honorable Shamann Walton, President, Board of Supervisors  
The Honorable Connie Chan, Supervisor, District 1  
The Honorable Catherine Stefani, Supervisor, District 2  
The Honorable Aaron Peskin, Supervisor, District 3  
The Honorable Gordon Mar, Supervisor, District 4  
The Honorable Dean Preston, Supervisor, District 5  
The Honorable Matt Haney, Supervisor, District 6  
The Honorable Myrna Melgar, Supervisor, District 7  
The Honorable Raphael Mandelman, Supervisor, District 8  
The Honorable Hillary Ronen, Supervisor, District 9  
The Honorable Ahsha Safai, Supervisor, District 11  
Angela Calvillo, Clerk of the Board  
Mayor London Breed  
Sean Elsbernd, Chief of Staff to the Mayor  
Lee Hepner, Legislative Aide to Supervisor Aaron Peskin  
Carolyn Goossen, Legislative Aide to Supervisor Hillary Ronen

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [BOS Legislation, \(BOS\)](#)  
**Subject:** FW: Grocery Pay Ordinance  
**Date:** Wednesday, March 3, 2021 12:00:00 PM  
**Attachments:** [SF Grocery Pay LTR 3-3-21.pdf](#)  
[CGA - Letter to SF Board - 4438749.pdf](#)  
[2021-Extra-Pay-Mandates-Economic-Study.pdf](#)

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**From:** Tim James <tjames@CAGrocers.com>  
**Sent:** Wednesday, March 3, 2021 11:51 AM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** Grocery Pay Ordinance

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Supervisors, please accept the attached letters and documents regarding the grocery pay ordinance. Please contact me directly to discuss. Thank you for your consideration. Tim

Timothy James  
Director, Local Government Relations  
California Grocers Association  
916-448-3545

March 3, 2021

The Honorable Shamann Walton  
Board President, City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102



RE: Grocery Worker Pay

Dear President Walton,

On behalf of San Francisco grocers, I write to ask the Board to not move forward with the proposed grocery worker premium pay ordinance given the numerous negative consequences to grocery workers, neighborhoods and the grocery industry. Based on the consequences experienced in other jurisdictions with similar ordinances, we must oppose the ordinance for both policy and legal reasons.

We agree that grocery workers serve a vital and essential role during the pandemic. They have worked tirelessly to keep stores open for consumers, allowing our communities to have uninterrupted access to food and medications. To protect our employees, grocery stores were among the first to implement numerous safety protocols, including providing PPE and masks, performing wellness checks, enhancing sanitation and cleaning, limiting store capacity, and instituting social distance requirements, among other actions.

On top of increased safety measures, grocery employees have also received unprecedented amounts of supplemental paid leave to care for themselves and their families in addition to already existing leave benefits. Grocers have also provided employees additional pay and benefits throughout the pandemic in various forms, including hourly and bonus pay, along with significant discounts and complimentary groceries. All of these safety efforts and additional benefits clearly demonstrate grocers' dedication and appreciation for their employees. Most importantly the industry has been fierce advocates for grocery workers to be prioritized for vaccinations.

Unfortunately, the Grocery Worker Premium Pay ordinance would mandate grocery stores provide additional pay beyond what is economically feasible, which would severely impact store viability and result in increased prices for groceries, limited operating hours, reduced hours for workers, fewer workers per store, and most concerning, possible store closures. These negative impacts from the ordinance would be felt most acutely by independent grocers, ethnic format stores, and stores serving low-income neighborhoods. The Cities of Long Beach and Seattle, who have passed a similar ordinance, have already suffered the permanent loss of several full-service grocery stores as direct result.

We request the City of San Francisco perform an economic impact report to understand the true impacts of this policy. If you choose not to understand specific impacts for San Francisco, then we refer you to the economic impact report from the City of Los Angeles Legislative Analyst Office. This report makes it clear that the impact of this policy will severely impact workers, consumers, and grocery stores.

In its own words the Los Angeles City Legislative Analyst clearly states that grocery "companies would be required to take action to reduce costs or increase revenue as the labor increase will eliminate all current profit margin." The report recognizes that "affected companies could raise prices to counteract the additional wage cost." This type of ordinance would put "more pressure on struggling stores (especially independent grocers) which could lead to store closures" and that "the closure of stores could lead to an increase in 'food deserts' that lack access to fresh groceries." These are all scenarios we know everyone in the city wants to avoid, especially during a pandemic. This is why we are asking the Council to not move forward with this policy and, instead, focus on making sure all grocery workers are provided the vaccine.

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Specific to ordinance language, there are numerous policy and legal issues which unnecessarily single out the grocery industry and create significant burdens. The ordinance fails to recognize the current efforts grocers are making to support their employees and requires grocers add significant costs on to existing employee benefit programs.

Furthermore, passing this ordinance improperly inserts the city into employee-employer contractual relationships. The ordinance also ignores other essential workers, including city employees, that have similar interaction with the public. Taken in whole, this ordinance is clearly intended to impact only specific stores within a single industry and fails to recognize the contributions of all essential workers. Based on language specifics, this ordinance misses a genuine effort to promote the health, safety and welfare of the public.

Emergency passage of the ordinance also ignores any reasonable effort for compliance by impacted stores, as several grocery stores will be operating at the time of passage. By implementing the ordinance immediately there is literally no time to communicate to employees, post notices, adjust payroll processes, and other necessary steps as required by California law. Coupled with the varied enforcement mechanisms and significant remedies outlined, the passage of this ordinance would put stores into immediate jeopardy. This scenario is yet another negative consequence resulting from the lack of outreach to grocers and the grocery industry to understand real world impacts.

Grocery workers have demonstrated exemplary effort to keep grocery stores open for San Francisco. This why the grocery industry has provided significant safety measures and historic levels of benefits that include additional pay and bonuses. It is also why vaccinating grocery workers has been our first priority. Unfortunately, this ordinance is a significant overreach of policy and jurisdictional control. This will result in negative consequences for workers and consumers that will only be compounded by the pandemic.

We respectfully implore the Council to not move forward with the grocery worker pay ordinance at this time. We encourage you to recognize and understand the impacts of this ordinance on workers and the community by accepting our invitation to work cooperatively with San Francisco grocers. If Council must bring the ordinance forward for a vote at this time we ask you to oppose its passage. CGA is submitting additional information from our legal counsel for your consideration.

Thank you for your consideration and we look forward to being able to combat the pandemic in partnership with the City of San Francisco.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy James', is written over a printed name and title.

Timothy James  
California Grocers Association

CC: Members, San Francisco Board of Supervisors  
Board Clerk, City of San Francisco



March 2, 2021

Writer's Direct Contact  
+1 (415) 268.6358  
WTarantino@mofocom

**Via Email**

The Honorable Shamann Walton  
Board of Supervisors  
1 Dr. Carlton B. Goodlett Place  
San Francisco, California 94102

Re: COVID Related Hazard Pay Emergency Ordinance

Dear Board Members:

We write on behalf of our client, the California Grocers Association (the "CGA"), regarding the proposed COVID Related Hazard Pay Emergency Ordinance (the "Ordinance") that singles out a specific group of grocery stores (i.e., those companies with 500+ employees worldwide and more than 20 employees per grocery store in the City of San Francisco) and requires them to implement mandatory pay increases. The Board's rushed consideration of this Ordinance would, if passed, lead to the enactment of an unlawful, interest-group driven ordinance that ignores large groups of essential retail workers. It will compel employers to spend less on worker and public health protections in order to avoid losses that could lead to closures. In addition, the Ordinance, in its proposed form, interferes with the collective-bargaining process protected by the National Labor Relations Act (the "NLRA"), and unduly targets certain grocers in violation of their constitutional equal protection rights. We respectfully request that the Board reject the Ordinance as these defects are incurable.

**The Ordinance fails to address any issue affecting frontline workers' health and safety.**

The purported purpose of the Ordinance is to protect and promote the public health, safety, and welfare during the Covid-19 pandemic. (§ 2.) The Ordinance is devoid of any requirements related to the health and safety of frontline workers or the general public and instead imposes costly burdens on certain grocers by requiring them to provide an additional Five Dollars (\$5.00) per hour wage bonus ("Hazard Pay"). (§ 3.) A wage increase does not play any role in mitigating the risks of exposure to COVID-19, nor is there any suggestion that there is any risk of interruption to the food supply absent an increase in wages. If anything, the Ordinance could increase those risks, as it may divert funds that otherwise would have been available for grocers to continue their investments in public health measures recognized to be effective: enhancing sanitation and cleaning protocols, limiting

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store capacity, expanding online orders and curbside pickup service, and increasing spacing and social distancing requirements.

The Ordinance also inexplicably chooses winners and losers among frontline workers in mandating Hazard Pay. The Ordinance defines “covered employer” as any person employing “50 or more persons worldwide, including at least 20 [e]mployees” of any “General Grocery” or “Specialty Grocery” store. (§ 3.) Other retail and health care workers are ignored, despite the fact that those same workers have been reporting to work since March. The Ordinance grants Hazard Pay for select employees while ignoring frontline employees of other generic retailers and other frontline workers in San Francisco that face identical, if not greater, risks.

**The Ordinance is unlawful.** By mandating Hazard Pay, the Ordinance would improperly insert the City of San Francisco into the middle of the collective bargaining process protected by the National Labor Relations Act. The Ordinance suggests that the certain grocery workers require this “relief” on an emergency basis and that passage of this emergency ordinance is authorized “in cases of public emergency affecting life, health, or property, or for the uninterrupted operation of the City or County...” (§ 1(a).) San Francisco employers and workers in many industries have been faced with these issues since March 2020. Grocers have continued to operate, providing food and household items to protect public health and safety. In light of the widespread decrease in economic activity, there is also no reason to believe that grocery workers have been working multiple jobs but even if there were such a concern, grocers would have every incentive to increase the workers’ compensation or otherwise bargain with them to improve retention. The Ordinance would interfere with this process that Congress intended to be left to be controlled by the free-play of economic forces. *Machinists v. Wisconsin Employment Relations Comm’n*, 427 U.S. 132 (1976). Such ordinances have been found to be preempted by the NLRA.

For example, in *Chamber of Commerce of U.S. v. Bragdon*, the Ninth Circuit Court of Appeals held as preempted an ordinance mandating employers to pay a predetermined wage scale to employees on certain private industrial construction projects. 64 F.3d 497 (9th Cir. 1995). The ordinance’s purported goals included “promot[ing] safety and higher quality of construction in large industrial projects” and “maintain[ing] and improv[ing] the standard of living of construction workers, and thereby improv[ing] the economy as a whole.” *Id.* at 503. The Ninth Circuit recognized that this ordinance “differ[ed] from the [a locality’s] usual exercise of police power, which normally seeks to assure that a minimum wage is paid to all employees within the county to avoid unduly imposing on public services such as welfare or health services.” *Id.* at 503. Instead, the ordinance was an “economic weapon” meant to influence the terms of the employers’ and their workers’ contract. *Id.* at 501-04. The Ninth Circuit explained that the ordinance would “redirect efforts of employees not to bargain with employers, but instead, to seek to set specialized minimum wage and benefit

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packages with political bodies,” thereby substituting a “free-play of economic forces that was intended by the NLRA” with a “free-play of political forces.” *Id.* at 504.

The same is true of this Ordinance. While the City has the power to enact ordinances to further the health and safety of its citizens, it is prohibited from interfering directly in employers’ and their employees’ bargaining process by arbitrarily forcing certain grocers to provide Hazard Pay that is both unrelated to minimum labor standards, or the health and safety of the workers and the general public. While minimum labor standards that provide a mere backdrop for collective bargaining are consistent with the NLRA, local laws such as this Ordinance which effectively dictate the outcome of the collective bargaining process are preempted. The Ordinance here imposes unusually strict terms on a narrow band of businesses without any allowance for further bargaining. By enacting an ordinance such as this, the City would end any negotiations by rewriting contracts.

The Ordinance also violates the U.S. Constitution and California Constitution’s Equal Protection Clauses (the “Equal Protection Clauses”). The Equal Protection Clauses provide for “equal protections of the laws.” U.S. Const. amend. XIV, § 1; Cal. Const. art I, § 7(a). This guarantee is “essentially a direction that all persons similarly situated should be treated alike” and “secure[s] every person within the State’s jurisdiction against intentional and arbitrary discrimination, whether occasioned by express terms of a statute or by its improper execution through duly constituted agents.” *City of Cleburne v. Cleburne Living Center*, 473 U.S. 432, 439 (1985); *Village of Willowbrook v. Olech*, 528 U.S. 562, 564 (2000). No law may draw classifications that do not “rationally further a legitimate state interest.” *Nordlinger v. Hahn*, 505 U.S. 1, 10 (1992). By requiring that any classification “bear a rational relationship to an independent and legitimate legislative end, [courts] ensure that classifications are not drawn for the purpose of disadvantaging the group burdened by law.” *Romer v. Evans*, 517 U.S. 620, 633 (1996).

As discussed above, the Ordinance here unfairly targets traditional grocery companies and arbitrarily subjects certain 500-employee grocers to the Hazard Pay mandate while sparing other generic retailers who also employ frontline workers. *See Fowler Packing Co., Inc. v. Lanier*, 844 F.3d 809, 815 (9th Cir. 2016) (“[L]egislatures may not draw lines for the purpose of arbitrarily excluding individuals,” even to “protect” those favored groups’ “expectations.”); *Hays v. Wood*, 25 Cal. 3d 772, 786-87 (1979) (“[N]othing opens the door to arbitrary action so effectively as to allow [state] officials to pick and choose only a few to whom they will apply legislation and thus to escape the political retribution that might be visited upon them if larger numbers were affected.”).

As an ordinance that impinges on fundamental rights to be free of legislative impairment of existing contractual agreements, this ordinance would be subject to heightened scrutiny by courts. *See, e.g., Plyler v. Doe*, 457 U.S. 202, 216 (1982); *Hydrick v. Hunter*, 449 F.3d 978, 1002 (9th Cir. 2006); *Long Beach City Employees Ass’n v. City of Long Beach*, 41 Cal.3d

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937, 948 (1986). The City’s unilateral modification of contractual terms governing wages and hours of grocery employees goes to the very heart of bargained-for agreements—it modifies contractual terms and as such impinges on a fundamental right. Regardless, absent from the Ordinance is any requirement that would actually address its purpose of promoting the public’s health and safety. Paying grocery workers this Hazard Pay will not protect anyone from contracting coronavirus. Put simply, there is a disconnect between the Ordinance’s reach and its stated purpose, making it unlawful and violating the equal protection rights of CGA’s members.

CGA disagrees with the Board’s characterization of the Ordinance as an “emergency ordinance.” There is nothing in the Ordinance that is required to protect life, health, or property. (§ 1.) Even if an emergency ordinance passes, there is no requirement that an emergency ordinance become effective immediately on passage. As this Board has done many times before, an emergency ordinance can become effective at a set date in the future.

Finally, in light of emerging vaccination programs for essential workers, stores’ increasing ability to protect patrons and workers from infection using distancing, curbside pickup, and other measures, we strongly encourage the City to set an alternate deadline for expiration of hazard pay ordinance (i.e., 30 days) so that it can be revisited by the Board in light of the rapidly changing pandemic conditions.

For all of the reasons discussed above, we respectfully request that the Board of Supervisors reject the Ordinance.

Sincerely,



William F. Tarantino

cc: San Francisco Board of Supervisors  
Connie Chan  
Matt Haney  
Rafael Mandelman  
Gordon Mar  
Myrna Melgar  
Aaron Peskin  
Dean Preston  
Hillary Ronen  
Ahsha Safai

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Catherine Stefani

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# **Consumer and Community Impacts of Hazard Pay Mandates**

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**January 2021**

*Prepared for:*

**California Grocers Association**

*Prepared by:*

**Brad Williams, Chief Economist**

**Michael C. Genest, Founder and Chairman**

**Capitol Matrix Consulting**

## About the Authors

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The authors are partners with Capitol Matrix Consulting (CMC), a firm that provides consulting services on a wide range of economic, taxation, and state-and-local government budget issues. Together, they have over 80 years of combined experience in economic and public policy analysis.

**Mike Genest** founded Capitol Matrix Consulting (originally Genest Consulting) in 2010 after concluding a 32-year career in state government, which culminated as Director of the California Department of Finance (DOF) under Governor Arnold Schwarzenegger. Prior to his four-year stint as the Governor's chief fiscal policy advisor, Mr. Genest held top analytical and leadership positions in both the executive and legislative branches of government. These included Undersecretary of the Health and Human Services Agency, Staff Director of the Senate Republican Fiscal Office, Chief of Administration of the California Department of Corrections and Rehabilitation, and Director of the Social Services section of California's Legislative Analyst's Office.

**Brad Williams** joined Capitol Matrix Consulting in 2011, after having served in various positions in state government for 33 years. Mr. Williams served for over a decade as the chief economist for the Legislative Analyst's Office, where he was considered one of the state's top experts on the tax system, the California economy, and government revenues. He was recognized by the Wall Street Journal as the most accurate forecaster of the California economy in the 1990s, and has authored numerous studies related to taxation and the economic impacts of policy proposals. Immediately prior to joining CMC, Mr. Williams served as a consultant to the Assembly Appropriations Committee, where he advised leadership of the majority party on proposed legislation relating to taxation, local government, labor, and banking.

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### Executive Summary

Hazard-pay mandates passed in the City of Long Beach and under consideration in the City of Los Angeles and in other local jurisdictions would raise pay for grocery workers by as much as \$5.00 per hour. Since the average pay for grocery workers in California is currently about \$18.00 per hour, a \$5.00 increase would raise store labor costs by 28 percent, and have major negative impacts on grocery stores, their employees and their customers. Specifically:

- Average profit margins in the grocery industry were 1.4% in 2019, with a significant number of stores operating with net losses. While profits increased temporarily to 2.2% during early to mid 2020, quarterly data indicates that profit margins were subsiding to historical levels as 2020 drew to a close.
- Wage-related labor expenses account for about 16 percent of total sales in the grocery industry. As a result, a 28 percent increase in wages would boost overall costs 4.5 percent under the City of Los Angeles proposal of \$5.00 per hour. *This increase would be twice the size of the 2020 industry profit margin and three times historical grocery profit margins.*
- In order to survive such an increase, grocers would need to raise prices to consumers and/or find substantial offsetting cuts to their controllable operating expenses, which would mean workforce reductions. As an illustration of the potential magnitude of each of these impacts, we considered two extremes:
  - 1) All of the higher wage costs (assuming the \$5.00/hour proposal) are passed through to consumers in the form of higher retail prices:
    - This would result in a \$400 per year increase in grocery costs for a typical family of four, an increase of 4.5 percent.
    - If implemented in the City of Los Angeles, its residents would pay \$450 million more for groceries over a year.
    - The increase would hit low- and moderate-income families hard, particularly those struggling with job losses and income reductions due to COVID-19.
    - If implemented statewide, additional grocery costs would be \$4.5 billion per year in California.
  - 2) Retail prices to consumers are not raised and all the additional costs are offset through a reduction in store expenses:
    - Given that labor costs are by far the largest controllable expense for stores, it is highly likely that the wage mandates will translate into fewer store hours, fewer employee hours, and fewer jobs.
      - For a store with 50 full-time equivalent employees, it would take a reduction of 11 employees to offset the increased wage costs, or a 22% decrease in staff.
      - If the mandate were imposed statewide at \$5.00 per hour, the job loss would be 66,000 workers.

## Consumer and Community Impacts of Hazard Pay Mandates

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- If imposed in the City of Los Angeles, the job loss would be 7,000 workers.
- And in the City of Long Beach, the job impact of its \$4.00 per hour mandate would be 775 jobs.
- Stores could alternatively avoid job reductions by cutting hours worked by 22 percent.
- For the significant share of stores already operating with net losses, a massive government-mandated wage increase would likely result in store closures, thereby expanding the number of “food deserts” (i.e. communities with no fresh-food options).

### Introduction

The Long Beach City Council has passed an ordinance that mandates grocers to provide a \$4.00 per hour pay increase – “hazard pay” – to grocery workers. The mandate expires in 120 days. Two members of the Los Angeles City have introduced a similar measure for a \$5.00 per hour increase for companies that employ more than 300 workers nationwide. Grocery workers in California currently earn about \$18.00 per hour.<sup>1</sup> Therefore, the Los Angeles proposal would increase average hourly pay to \$23.00 per hour, an increase of 28 percent. Several other cities in California have discussed \$5.00/hour proposals similar to Los Angeles.

This report focuses on the impact of hazard pay mandates on grocery store profitability and on the sustainability of an industry with traditionally low profit margins. It also assesses the potential impact of the proposed wage increases on consumers, especially lower-income consumers (a cohort already hit hard by the COVID lockdowns and business closures).

### Background — Grocery is a Low-Margin, High-Labor Cost Business

The grocery business is a high-volume, low-margin industry. According to an annual database of public companies maintained by Professor Damodaran of New York University (NYU),<sup>2</sup> net profit margins as a percent of sales in the grocery industry are among the lowest of any major sector of the economy. Earnings Before Interest, Taxes, Depreciation, and Amortization (EBITDA) averaged 4.6 percent of sales in 2019, and the net profit margin (which accounts for other unavoidable expenses such as rent and depreciation) was just 1.4 percent during the year. This compares to the non-financial, economy-wide average of 16.6 percent for EBITDA and 6.4 percent for the net profit margin. The NYU estimate for public companies in the grocery industry is similar to the 1.1 percent margin reported by the Independent Grocers Association for the same year.<sup>3</sup>

### COVID-19 temporarily boosted profits

In the beginning of the COVID-19 pandemic, sales and profit margins spiked as people stocked up on household items and shifted spending from eating establishments to food at home. According to data compiled by NYU, net profit margins in the grocery industry increased to 2.2 percent in early to mid 2020.<sup>4</sup> Although representing a substantial year-to-year increase in profits, the 2.2 percent margin remains quite small relative to most other industries. This implies that even with the historically high rates of profits in 2020, there is little financial room to absorb a major wage increase.

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<sup>1</sup> \$18.00 per hour is consistent with the responses we received to our informal survey. It is also consistent with published contract agreements we reviewed. See, for example, the “Retail Food, Meat, Bakery, Candy and General Merchandise Agreement, March 4, 2019 - March 6, 2022 between UFCW Union Locals 135, 324, 770, 1167, 1428, 1442 & 8 - GS and Ralphs Grocery Company.” In this contract, hourly pay rates starting March 2, 2021 for food clerks range from \$14.40 per hour (for first 1,000 hours) up to \$22.00 per hour (for workers with more than 9,800 hours), The department head is paid \$23.00 per hour. Meat cutter pay rates range from \$14.20 (for the first six months) to \$23.28 per hour (for those with more than 2 years on the job). The department manager is paid \$24.78 per hour. <https://ufcw770.org/wp-content/uploads/2020/08/Ralphs-Contract-2020.pdf>

<sup>2</sup> Source: Professor Aswath Damodaran, Stern School of Business, New York University. <http://pages.stern.nyu.edu/~adamodar/>

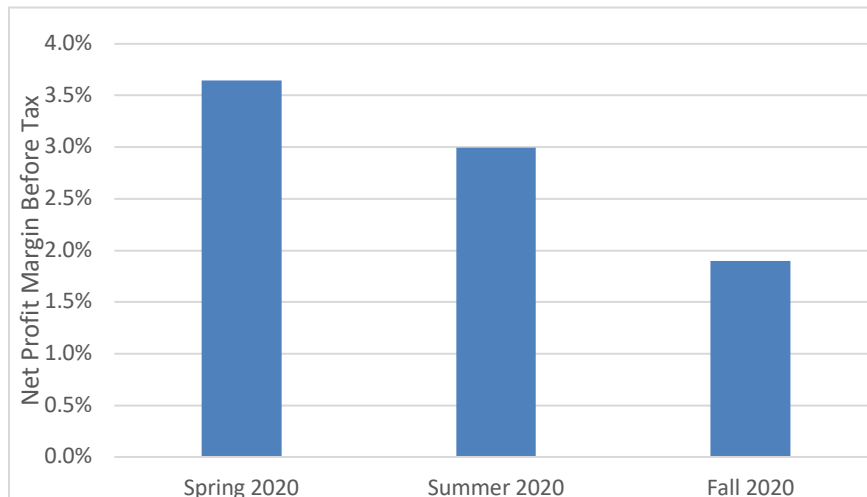
<sup>3</sup> Source: “2020 Independent Grocer Financial Survey.” Sponsored by the National Grocer’s Association and FMS Solutions Holding, LLC

<sup>4</sup> Supra 2.

**But the increases are subsiding**

Moreover, quarterly data indicates that the sales and profit increases experienced in early 2020 were transitory and were settling back toward pre-COVID trends as 2020 drew to a close. This quarterly trend is evident in quarterly financial reports filed by California’s two largest publicly traded companies in the grocery business: The Kroger Company (which includes Ralphs, Food for Less, and Fred Meyers, among others) and Albertsons (which includes Safeway, Albertsons, and Vons, among others). Figure 1 shows that the average profit margin for these two companies was 3.6 percent of sales in the Spring of 2020, declining to 1.9 percent by the fourth quarter of the year.<sup>5</sup> Monthly sales data contained in the 2020 Independent Grocer’s Financial Survey showed a similar pattern, with year-over-year sales peaking at 68 percent in mid-March 2020, but then subsiding to 12 percent as of the first three weeks of June (the latest period covered by the survey).<sup>6</sup>

**Figure 1**  
**Combined Net Profit Margins During 2020**  
**Albertsons and The Kroger Companies**



While grocers continued to benefit from higher food and related sales during the second half of 2020, they also faced higher wholesale costs for food and housing supplies, as well as considerable new COVID-19 related expenses. These include expenses for paid leave and overtime needed to cover shifts of workers affected by COVID-19, both those that contracted the virus and (primarily) those that were exposed and needed to quarantine. Other COVID-19 costs include those for intense in-store cleaning, masks for employees, new plastic barriers at check-outs and service counters, and additional staffing and capital costs for scaling up of e-commerce, curbside and home delivery.

<sup>5</sup> In their SEC 10-Q quarterly report for the four-month period ending in June 2020, Albertsons reported that consolidated sales were up 21.4 percent from the same period of 2019 and before-tax profits were 3.5 percent of total sales. In the three-month period ending in mid-September, the company reported year-over-year sales growth of 11.2 percent and before-tax profits equal to 2.5 percent of sales. In their 10-Q report filed for the three-month period ending in early December, Albertsons showed year-over-year sales growth of 9.3 percent, and profits as a percent of sales of just 1.0 percent. Data for the Kroger Company indicates that year-over-year sales growth subsided from 11.5 percent for the three-month period ending in May 2020 to 8.2 percent for the three-month period ending in August, and further to 6.3 percent for the three-month period ending in November. Profits as a percent of sales fell from 3.8 percent to 3.5 percent, and further to 2.8 percent during the same three quarterly periods. (Source: EDGAR Company Filings, U.S. Securities and Exchange Commission. <https://www.sec.gov/edgar/searchedgar/companysearch.html>.)

<sup>6</sup> Supra 3

### **Many stores incur losses in normal years**

The 1- to 2-percent net profit levels cited above reflect industry averages. There is considerable variation around these averages among individual stores, with some doing better and some doing worse. As one indication of this variation, the 2020 Independent Grocer Financial Survey found that, while the nationwide average profit before tax for all stores was 1.1 percent of sales in 2019, about 35 percent of the respondents reported negative net profits during the year.<sup>7</sup> This national result is consistent with feedback we received from California grocers, which reported that even in profitable years, anywhere from one-sixth to one-third of their stores show negative earnings. While chain operations can subsidize some store losses with earnings from other stores, a major mandated wage increase would eliminate earnings for even the most profitable stores, making cross-subsidies within supermarket chains much less feasible. As discussed below, the consequence would likely be a closure of some unprofitable stores.

### **Mandated wage increases would push most stores into deficits**

The grocery business is very labor intensive. Labor is the industry's second largest cost, trailing only the wholesale cost of the food and other items they sell. According to a benchmark study by Baker-Tilly, labor expenses account for 13.2 percent of gross sales of grocers nationally.<sup>8</sup> The Independent Grocer Survey, cited above, found that labor costs account for 15 percent of sales nationally and 18.4 percent for independent grocers in the Western region of the U.S.<sup>9</sup>

Respondents to our survey of California grocers reported that labor costs equate to 14 percent to 18 percent of sales revenues. For purposes of this analysis, we are assuming that the wage base potentially affected by the mandated hourly pay increase is about 16 percent of annual sales.<sup>10</sup>

A mandatory \$4-\$5 per hour increase, applied to an average \$18.00 per hour wage base, would increase labor costs by between 22 percent and 28 percent. This would, in turn, raise the share of sales devoted to labor costs from the current average of 16 percent up to between 19 percent and 20.5 percent of annual sales. The up-to-4.5 percent increase would be double the 2020 profit margin reported by the industry, and three times the historical margins in the grocery industry.

### **Potential Impacts on Consumers, Workers and Communities**

In order to survive such an increase, grocers would need to raise prices to consumers and/or find substantial offsetting cuts to their operating expenses. As an illustration of the potential magnitude of each of these impacts, we considered two extremes: (1) all of the higher wage costs are passed through to consumers in the form of higher retail prices; and (2) prices are not passed forward and all the additional costs are offset through a reduction of jobs or hours worked.

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<sup>7</sup> Supra 3

<sup>8</sup> White Paper, "Grocery Benchmarks Report", November 5, 2019, Baker Tilly Virchow Krause LLP.

<sup>9</sup> Supra 3

<sup>10</sup> This recognizes that not all labor costs would be affected by the hazard pay proposal. Grocers report that both in-store and warehouse staff would receive the increase, as would supervisors and managers, although some executive and administrative staff may not. In addition, costs for health coverage would probably not be affected, at least not immediately, but payroll taxes and some other benefit costs would be.

### Higher costs passed along to consumers

**Aggregate impacts.** If a \$5.00 per hour wage increase were imposed statewide and all of the increase were passed along to customers in the form of higher product prices, Californians would face a rise in food costs of \$4.5 billion annually. If imposed locally, the City of Los Angeles's \$5 per hour proposal would raise costs to its residents by \$450 million annually, and the \$4.00 per hour increase in Long Beach would raise grocery costs to its residents by about \$40 million annually.<sup>11</sup>

**Impact on household budgets.** The wage increase would add about \$400 to the annual cost of food and housing supplies for the typical family of four in California.<sup>12</sup> While such an increase may be absorbable in higher income households, it would hit low- and moderate-income households especially hard. The impact would be particularly harsh for those who have experienced losses of income and jobs due to the pandemic, or for those living on a fixed retirement income including many seniors. For these households, the additional grocery-related expenses will make it much more difficult to cover costs for other necessities such as rent, transportation, utilities, and healthcare.

According to the BLS Consumer Expenditure Survey, California households with annual incomes of up to \$45,000 already spend virtually all of their income on necessities, such as food, housing, healthcare, transportation and clothing.<sup>13</sup> For many of these households, a \$33 per month increase in food costs would push them into a deficit.

These increases would add to the severe economic losses that many Californians have experienced as a result of government-mandated shutdowns in response to COVID-19. According to a recent survey by the Public Policy Institute of California, 44 percent of households with incomes under \$20,000 per year and 40 percent with incomes between \$20,000 and \$40,000 have reduced meals or cut back on food to save money.<sup>14</sup> Clearly, imposing a \$4.5 billion increase in grocery prices would make matters worse, especially for these lower-income Californians.

### Higher costs are offset by job and hours-worked reductions

If grocers were not able to pass along the higher costs resulting from the additional \$5/hour wage requirement, they would be forced to cut other costs to avoid incurring financial losses.<sup>15</sup> Given

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<sup>11</sup> Our estimates start with national U.S. Census Bureau estimates from the Annual Retail Trade Survey for 2018 (the most current data available), which indicates that nationwide sales by grocers (excluding convenience stores) was \$634 billion in 2018. We then apportioned this national data to California as well as the cities of Los Angeles and Long Beach based on relative populations and per-household expenditure data from the Consumer Expenditure Survey. We then updated the 2018 estimate to 2021 based on actual increases in grocery-related spending between 2018 and 2020, as reported by the U.S. Department of Commerce, and a projection of modest growth in 2021. Our estimate is consistent with the industry estimate of \$82.9 billion for 2019 that was by IBISWorld, as adjusted for industry growth in 2020 and 2021. (See IBISWORLD Industry Report, Supermarkets & Grocery Stores in California, Tanvi Kumar, February 2019.)

<sup>12</sup> Capitol Matrix Consulting estimate based on U.S. Bureau of Labor Statistics, Consumer Expenditure Report, 2019. <https://www.bls.gov/opub/reports/consumer-expenditures/2019/home.htm>

<sup>13</sup> U.S. Bureau of Labor Statistics, Consumer Expenditure Survey, State-Level Expenditure Tables by Income. <https://www.bls.gov/cex/csxresearchtables.htm#stateincome>.

<sup>14</sup> "Californians and Their Well-Being", a survey by the Public Policy Institute of California. December 2020. <https://www.ppic.org/publication/ppic-statewide-survey-californians-and-their-economic-well-being-december-2020/>

<sup>15</sup> Circumstances where stores would not be able to pass forward high costs include communities where customers are financially squeezed by pandemic-related losses in jobs or wages, or where the increased is imposed locally and customers are able to avoid higher prices by shifting purchases to cross-border stores.

that labor costs are by far the largest controllable expense for stores, it is highly likely that the wage mandates will translate into fewer store hours, fewer employee hours, and fewer jobs. For a store with 50 full-time equivalent employees, it would take a reduction of 11 employees to offset the increased wages, which is about a 22 percent decrease in staff/hours.

**Aggregate impacts.** As an illustration, if the full California grocery industry were to respond to a statewide \$5.00 wage mandate by reducing its workforce, we estimate that up to 66,000 industry jobs would be eliminated. This is about 22 percent of the 306,000 workers in the grocery industry in the second quarter of 2020 (the most recent quarter for which we have detailed job totals).<sup>16</sup> If the mandate were imposed locally in the City of Los Angeles, the impact would be about 7,000 workers, and in the City of Long Beach (at \$4.00 per hour), the impact would be about 775 jobs. Stores could alternatively avoid job reductions by cutting hours worked by 22 percent across-the-board.

Under these circumstances, some workers receiving the wage increases would be better off, but many others would be worse off because of reduced hours or layoffs. Customers would also be worse off because of reduced store hours, and fewer food choices and services.

Without any external constraints imposed by the local ordinances, it is likely some combination of higher prices and job and hour reductions would occur. Stores within some jurisdictions imposing the mandatory wage increase might be able to raise retail prices sufficiently to cover a significant portion of the mandated wage increase, thereby shifting the burden onto customers. However, the degree to which this would occur would vary from jurisdiction to jurisdiction, depending on the price-sensitivity of their customers and (if the mandate is imposed locally) the availability of shopping alternatives in neighboring communities that have not imposed the wage mandate.

Of course, if the local ordinances contain provisions prohibiting stores from cutting hours, then stores would be forced to pass costs on to consumers in the form of higher prices, or to close stores in those jurisdictions.

### **Some communities would become food deserts**

Many of the up-to one third of stores already incurring losses may find it impossible to raise prices or achieve savings that are sufficient to offset the higher wage costs. For these stores, the only option would be store closure. Indeed, a consistent theme of feedback we received from California grocer representatives is that it would be extremely difficult, if not impossible, to justify continued operation of a significant portion of their stores following a government-mandated 28-percent increase in wages. This would leave some communities with fewer fresh food options.

According to the Propel LA: “The United States Department of Agriculture (USDA) defines a food desert as ‘a low-income census tract where either a substantial number or share of residents has low access to a supermarket or large grocery store.’ There are a large number of census tracts in Los Angeles County, including Antelope Valley and San Fernando Valley, that are considered to be food deserts. The population of food deserts is predominantly Hispanic or Latino, followed by Black and White, respectively.”<sup>17</sup> The map also shows several food deserts in and around the City of Long Beach. The hazard pay proposal would exacerbate this problem.

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<sup>16</sup> Employment Development Department. Labor Market Information Division. Quarterly Census of Employment and Wages. <https://www.labormarketinfo.edd.ca.gov/qcew/cew-select.asp>

<sup>17</sup> “Food deserts in LA, an Interactive Map.” Propel LA, <https://www.propel.la/portfolio-item/food-deserts-in-los-angeles-county/>

Closing even one supermarket in many neighborhoods would result in residents having to commute significantly farther to find fresh and healthy food at reasonable prices. Tulane University studied the impact of food deserts and concluded that while the majority of items at smaller stores are priced higher than at supermarkets, price is a consideration in deciding where to purchase staple foods, and transportation from a food desert to a supermarket ranges from \$5 to \$7 per trip.<sup>18</sup>

Thus, mandating hazard pay would likely impose significant hardships on some communities, especially in lower-income areas. The loss of a grocery store means both fewer jobs for members of the community and higher costs for all residents in the community, who must pay higher local prices or incur additional time and expense to shop.

### Conclusion

Hazard pay initiatives like those passed in the City of Long Beach, and proposed in the City of Los Angeles and in other local jurisdictions, would have far-reaching and negative consequences for businesses, employees and customers of grocery stores in the jurisdictions where levied. They would impose an up-to-28 percent increase in labor costs on an industry that is labor-intensive and operates on very thin profit margins. The increases would be more than double the average profit margins for the grocery industry in 2020, and triple the margins occurring in normal years, and thus would inevitably result in either retail price increases or major employment cutbacks by grocery stores, or a combination of both. If the increased costs were passed forward to consumers, a typical family of four in California would face increased food costs of \$400 per year. This would intensify financial pressures already being felt by millions of low- and moderate-income families, many of whom are already cutting back on basic necessities like food due to COVID-19-related losses in jobs and income. Establishments not able to recoup the costs by raising prices would be forced to reduce store hours and associated jobs and hours worked by employees. For a significant number of stores that are already struggling, the only option may be to shutter the store. This would be a “lose-lose” for the community. It would mean fewer jobs with benefits, less local access to reasonably-priced food, and more time and expense spent by customers that would have to travel greater distance to find grocery shopping alternatives.

---

<sup>18</sup> “Food Deserts in America (Infographic),” Tulane University, School of Social Work, May 10, 2018. <https://socialwork.tulane.edu/blog/food-deserts-in-america>



**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: gun comment tweet by SF Police commissioner  
**Date:** Wednesday, March 3, 2021 11:45:00 AM

---

**From:** Allen Jones <jones-allen@att.net>  
**Sent:** Wednesday, March 3, 2021 10:58 AM  
**To:** Cassidy, Megan <megan.cassidy@sfchronicle.com>  
**Cc:** info@hamasakilaw.com; Heather Knight <hknight@sfchronicle.com>; jphillips@sfchronicle.com; MelgarStaff (BOS) <melgarstaff@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; metro@sfchronicle.com; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; SFPD, Commission (POL) <SFPD.Commission@sfgov.org>  
**Subject:** gun comment tweet by SF Police commissioner

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

**Megan,**

In reading your piece on the comments by a sitting SF Police commissioner, and the call for him to step down from his post, I am bothered by this knee-jerk reaction by a sitting supervisor and hope this is not escalated by the SF Chronicle.

I first learned about teens & guns in 1983, when I was ask to teach Bible to a room full of teenage murderers at the SF juvenile hall. After hearing ten years of sad and heart wrenching stories of young people who pull the trigger, I understand the comments made by Commissioner John Hamasaki. No, I would not have tweeted what the commissioner tweeted.

Today, March 3rd (a year ago) was the last time citizens were in Board of Supervisors chambers, due to City Hall closing under COVID-19. The reason I remember today's date is because of the subject I addressed in board chambers was on gun violence.

In my 2 minute public comment section, I told the full board that three of my nephews were all shot in the head 21 years apart. (One was targeted the other two were not) I never mentioned my over 35 years of dealing with the young and violent. I only offered an unusual approach to addressing/attacking the issue of gun violence that I put in this Medium post prior:

<https://avanan.url-protection.com/v1/url?o=https%3A//link.medium.com/o7M8MtrNdeb&g=NjNiYtIkMDZkOTM3YjA4Yg==&h=NDg1YTI1NjNiMmVINTcyYTYyOWNmODgwNjVmYmU5ZmViMjBmNTg1MDdjZmFkN2NmZGQzYzkyNWEzNzc3ZjI0Ng==&p=YXAzOnNmZHQyOmF2YW5hbGpvZmZpY2UzNjVfZW1haWxzX2VtYWwlsOmRjOWVIMWEwNTc1MmI5YWEyM2FkYzRkOWQzODhmMjk5OnYx>

The prior year, I contacted the office of Supervisor Stefani because I read that she was a, stop gun violence advocate. I requested information on her advocacy thinking she understood the subject better than others on the board at the time. I got no response but learned, at the same time I was

trying to get her attention, she was crafting the ridiculous NRA is a terrorist organization resolution. I was so outraged by this tactic, I joined the NRA in protest.

I said all of that to say, I hope San Francisco leaders and the SF Chronicle would not escalate this issue. It will not get one gun out of the hand of one teen.

I have reached out to Mr. Hamasaki to suggest I have experience in this area. But my experience tells me, my nearly 40 years of following this subject (ten in SF juvenile hall) means nothing to politicians and reporters trying to score point and not solve problems.

I challenge all who read this note to contact me on why San Francisco should be the first city to stand up to Hollywood (film industry) gun violence.

Allen Jones  
(415) 756-7733  
[jones-allen@att.net](mailto:jones-allen@att.net)  
Californiaclemency.org

*The Only thing I love more than justice is the freedom to fight for it.*

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Wong, Linda \(BOS\)](#)  
**Subject:** FW: night clubs  
**Date:** Wednesday, March 3, 2021 11:42:00 AM

---

**From:** Norman Degelman <norkydeg@gmail.com>  
**Sent:** Wednesday, March 3, 2021 8:59 AM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** night clubs

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To the Board of Supervisors - It has come to my attention the dire financial plight of our entertainment institutions. I am urging you to speed up the process of giving money to these institutions so they can make it through pandemic.

Sincerely,

Norman Degelman  
422 Carl St  
San Francisco, CA  
94117

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Carroll, John \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Report to Board: Implementing Voter's Choice Act in SF  
**Date:** Saturday, February 27, 2021 9:08:00 AM  
**Attachments:** [Implementing Voter's Choice Act - Report to Board - Feb 26 2021.pdf](#)

---

Hello,

Please see the attached report Elections is required to provide pursuant to File No. 200400.

**File No. 200400** - Ordinance amending the Municipal Elections Code to require the Department of Elections to expand use of vote-by-mail ballots at the November 3, 2020, Consolidated General

Election; to report to the Board of Supervisors regarding planning for that election; and to report to the Board regarding implementation of the Voter's Choice Act in future San Francisco elections.

Thank you,

Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, Room 244  
San Francisco, CA 94102  
(415) 554-5184  
(415) 554-5163 fax  
[Board.of.Supervisors@sfgov.org](mailto:Board.of.Supervisors@sfgov.org)

Complete a Board of Supervisors Customer Service Satisfaction form by clicking <http://www.sfbos.org/index.aspx?page=104>



## Memorandum

**To:** Members, Board of Supervisors

**From:** Director John Arntz

**Date:** February 26, 2021

**RE:** Report to the Board of Supervisors regarding the potential implementation of the Voter's Choice Act in future San Francisco elections

---

The purpose of this memorandum is to report to the San Francisco Board of Supervisors on the potential implementation of the Voter's Choice Act (VCA) in future San Francisco elections.

On May 19, 2020, the Board of Supervisors enacted Ordinance No. 200400, adding Article XI to the San Francisco Municipal Elections Code (SFMEC) and requiring the San Francisco Department of Elections (Department) to submit a report "*regarding the potential implementation of the Voter's Choice Act in San Francisco for elections to be held in 2021 and thereafter*" by February 28, 2021.

The VCA, or Senate Bill 450, was signed into law on September 29, 2016, adding section 4005 to the California Elections Code (CAEC), and allowing California counties to conduct "all-mail" elections provided those counties complied with the list of conditions detailed in CAEC §4005(a) et seq. Under the VCA, 14 specifically listed California counties, not including San Francisco, could begin conducting such elections as early as 2018, while the state's remaining 44 counties, including San Francisco, could choose to make this transition beginning in 2020, subject to the same conditions.

In a VCA model jurisdiction, county elections officials must mail ballots to all actively registered voters, replace neighborhood polling places with a specific number of centralized vote centers, and maintain a specific number of ballot drop-off boxes. Every voter in a VCA jurisdiction may choose to return their ballot by mail (postage paid) or deliver it to any ballot drop-off box or any vote center. Every voter in a VCA jurisdiction may also choose to visit a vote center to register or update their registration, cast a ballot in person, receive a replacement ballot, or utilize additional resources, such as translated materials, language assistance, and accessible voting equipment.

The Department has prepared this report on the potential implementation of the VCA elections model in San Francisco; the report consists of three sections.

Section A begins with an overview of the VCA, and discusses recent voting trends in San Francisco as well as the results of a recent survey conducted by the Department to solicit public feedback on potential adoption of the VCA elections model. Section B discusses the topics listed in SFMEC §1103(b), addressing the potential impact of the adoption of the VCA on 1) voter outreach, education, and services; 2) staffing and staff training; 3) location and operation of potential vote centers; 4) voting equipment and capacity; and 5) ballot collection and processing. Finally, Section C presents budgetary projections and a tentative timeline for VCA implementation in San Francisco.

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## Section A

### 1. Voter's Choice Act Overview

Under the VCA elections model, all registered voters in a participating jurisdiction are mailed ballots no later than 29 days before Election Day, with voters registering after that day continuing to be mailed ballots on a rolling basis up through one week before Election Day. In addition, voters with disabilities and military and overseas voters also have the option to use an accessible vote-by-mail system to access and mark their vote-by-mail (VBM) ballots in a screen-readable format on any computer with internet access.

However, voters in VCA jurisdictions are not limited to voting by mail; any county adopting this election model must establish, with extensive public input, a specific number of ballot drop-off and vote center locations for use by all resident voters. A number of provisions in the VCA detail the specific considerations to be taken into account when selecting vote center and ballot drop-off locations, the specific services that must be available at each vote center, and the specific ratios to be used when determining the number of vote center and ballot drop-off sites to be established in the adopting county.

Ballot drop-off and vote center locations must be carefully selected with voter equity, accessibility, and convenience in mind. Moreover, all vote centers must offer a full complement of election services, including in-person voting, accessible voting options, language assistance, VBM ballot drop-off, and conditional voter registration. While the VCA requires fewer in-person sites than those required under the traditional polling place election model, vote centers must open earlier and provide a full range of service to all voters in the county – unlike polling places, which are designed to serve only voters in particular precincts and thus stock only precinct-specific rosters and precinct-specific ballots.

The VCA requires elections officials in participating jurisdictions to provide certain numbers of vote center and ballot drop-off locations based on the number of registered voters in the county 88 days prior to Election Day. Based on the number of registered voters in San Francisco as of the time of this writing (511,474), the Department would need to operate approximately 53 vote centers and 35 ballot drop-off sites citywide. While all 35 ballot drop-off sites would need to be open between 28 days before Election Day and the close of polls on Election Night, San Francisco's 53 vote centers would open in two stages, with 11 opening 10 days before the election and through Election Day, and the remaining 42 opening 3 days before and through Election Day.

Community consultation would be a key element of the VCA transition process. In fact, for any election conducted under the VCA model, the law would require the Department to develop an Election Administration Plan (EAP) in consultation with the public and, in particular, with local organizations serving voters with disabilities and those requiring language assistance.

To assist counties with the VCA transition process, the California Secretary of State (SOS) has created a "VCA Starter Kit" with a sample calendar listing a number of statutory deadlines as well as suggested timelines for transitioning to the VCA elections model. According to this calendar, a transition to the new elections model in San Francisco would need to begin approximately 14 months before the first VCA election, i.e., April of 2021 for the June 2022 election or September of 2021 for the November 2022 election.

Were the City to make this transition, the Department would begin by devoting several months to identifying and expanding the Department's relevant voter outreach partnerships and initiating the transition process with members of the Department's Voter Accessibility Advisory Committee (VAAC) and Language Accessibility Advisory Committee (LAAC). (The VAAC



provides recommendations to the Department regarding elections access for seniors and persons with disabilities while the LAAC provides recommendations to the Department regarding elections access for voters who primarily speak a language other than English.) These collaborations would be crucial to the successful implementation of the VCA, allowing the Department to consider and incorporate public feedback on both voter outreach and election administration under the new model.

Simultaneously, the Department would need to begin developing an internal draft of an EAP, in consultation with its VAAC and LAAC, to detail how San Francisco would implement the VCA pursuant to CAEC §4005(a) et seq. In this draft plan, the Department would address numerous topics, including the number, locations, and hours for proposed vote centers and ballot drop-off locations, security and contingency plans at those locations, services for voters with disabilities, language access for limited English proficiency voters, and voter education and outreach strategies to inform voters about changes to the voting process.

Upon completion of the draft EAP, the Department would seek public comment and feedback before finalizing and submitting the plan to the SOS for approval approximately five months before the first VCA election.

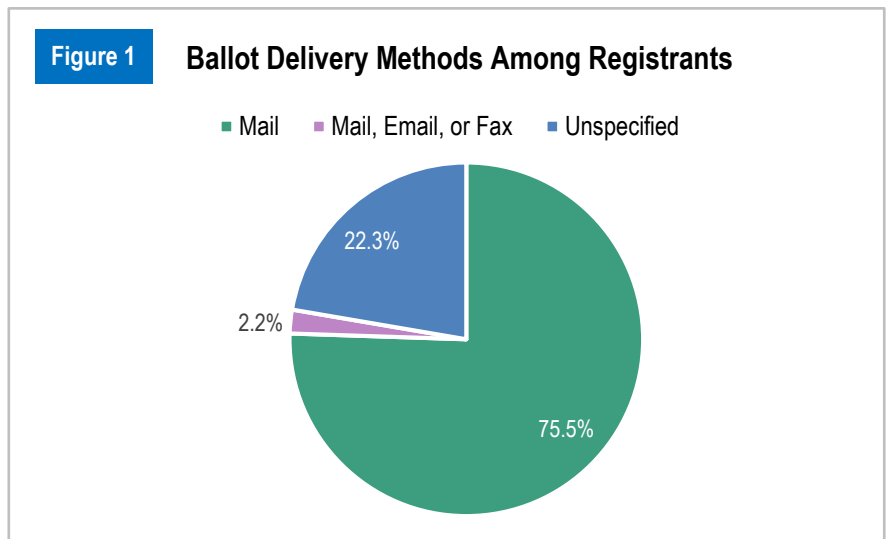
## 2. Voter’s Choice Act Impact Study: Voting Trends and Voter Survey

To facilitate a greater understanding of how local voters have chosen to participate in recent elections and how they think a transition to the VCA elections model in San Francisco might affect them, the Department conducted a VCA impact study. This project began with the compilation and review of recent voter data, followed by a multilingual survey of San Francisco voters and a subsequent analysis of survey responses. This section presents findings revealed through review and analysis of both voting trends and survey responses.

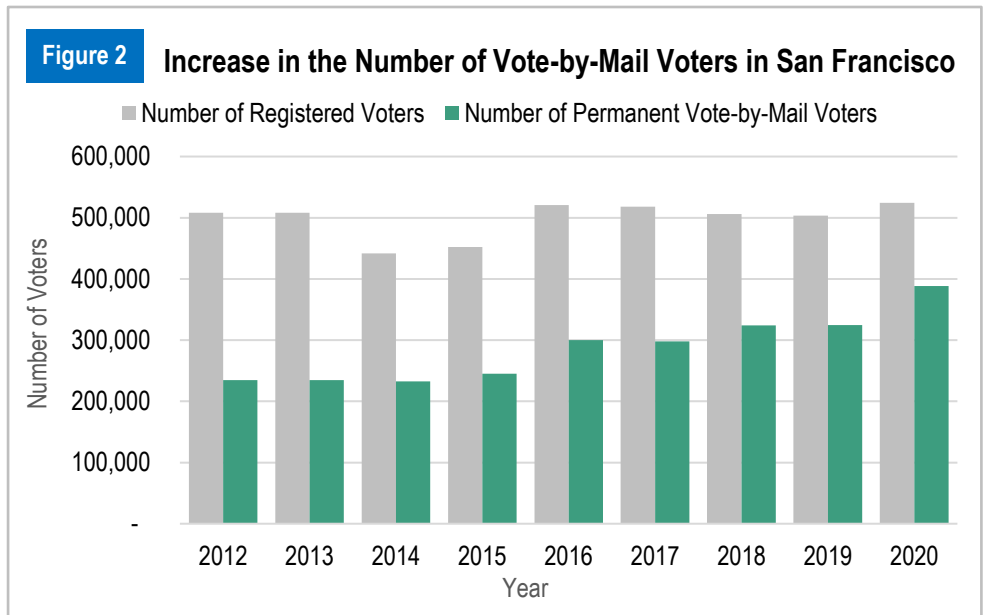
### I. Voting Trends in San Francisco

As of the time of this writing, San Francisco has over 511,000 registered voters, of whom approximately 386,000 are registered as permanent vote-by-mail (VBM) voters, meaning they have requested to be mailed a ballot automatically for every election. Approximately 11,000 San Francisco registrants live overseas or serve in the military and therefore receive their ballots by postal mail, email, or fax.

As shown in [Figure 1](#), nearly 78% of the City’s voters already receive their ballots by either postal mail, email, or fax.

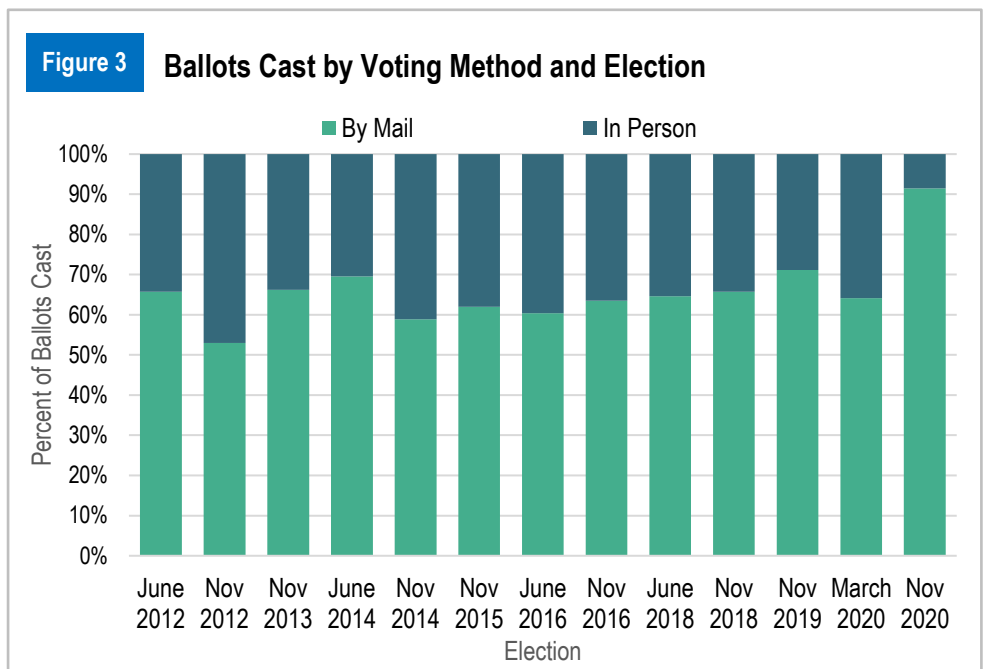


In 2002, California adopted a “no excuse vote-by-mail” policy (any voter could request a mailed ballot without providing a reason). Since this change went into effect, there has been a steady increase in the number of permanent VBM voters across California, with the percentage of permanent VBM voters in San Francisco rising from approximately 50% of registrants to approximately 75% over the last decade, as shown in [Figure 2](#).



While the preference for voting by mail has been growing steadily among both San Francisco and California voters for many years, the natural trajectory of the trend was interrupted when all registered California voters were automatically mailed ballots for the November 3, 2020 election as part of a temporary legislative change to protect public health during the pandemic.

According to the California Secretary of State’s 2020 general election voter participation report, 86.7% of the state’s total ballots cast in the November 2020 election were VBM ballots. Yet in San Francisco, this rate was even higher. As shown in [Figure 3](#), approximately 91.5% of ballots cast in San Francisco in the November 2020 election were cast by mail.



Although these data suggest that many San Francisco voters are receptive to voting by mail, information from the past 13 elections also highlight that between 8% and 44% of voters continued to rely on in-person voting services offered at polling places.

Recent voting trends also reveal that among San Francisco voters who choose to vote by mail, postal mail remains the most commonly utilized ballot return method. However, there has also been a growing trend among VBM voters to utilize

in-person options to return their ballots. As shown in [Figure 4](#), while San Francisco voters utilized in-person ballot return options in each of the last 13 elections, a higher proportion of voters chose to return their VBM ballots in person during the November 2020 election than in any of those past elections.

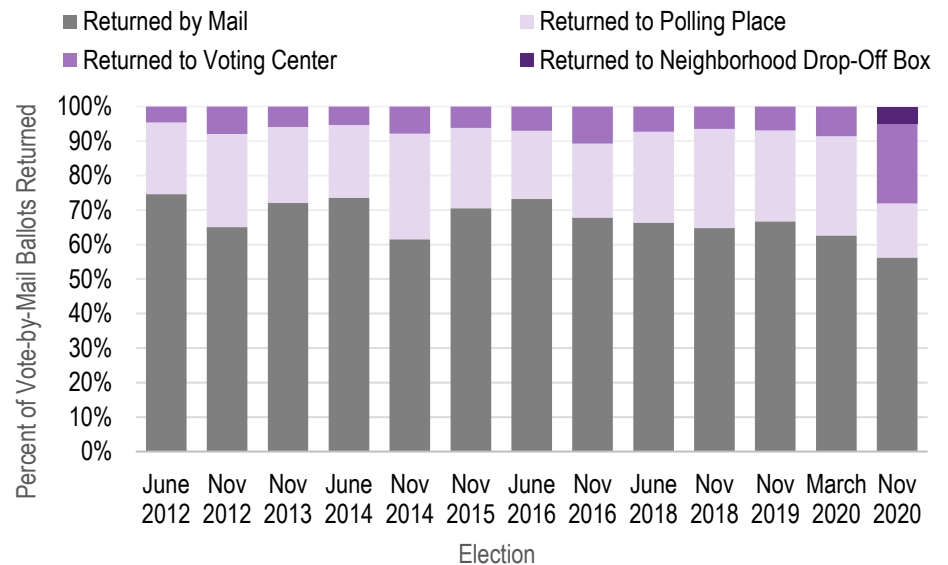
The increased rate of VBM ballots returned in person in the November 2020 election coincided with the Department's expansion of ballot-drop off services in the City. Specifically, to provide voters with safe and convenient ballot return options during

that election, the Department operated several ballot drop-off stations outside of City Hall, beginning 29 days prior to Election Day, and opened an auxiliary drop-off station in each of the City's 11 Supervisorial Districts, beginning the weekend prior to Election Day.

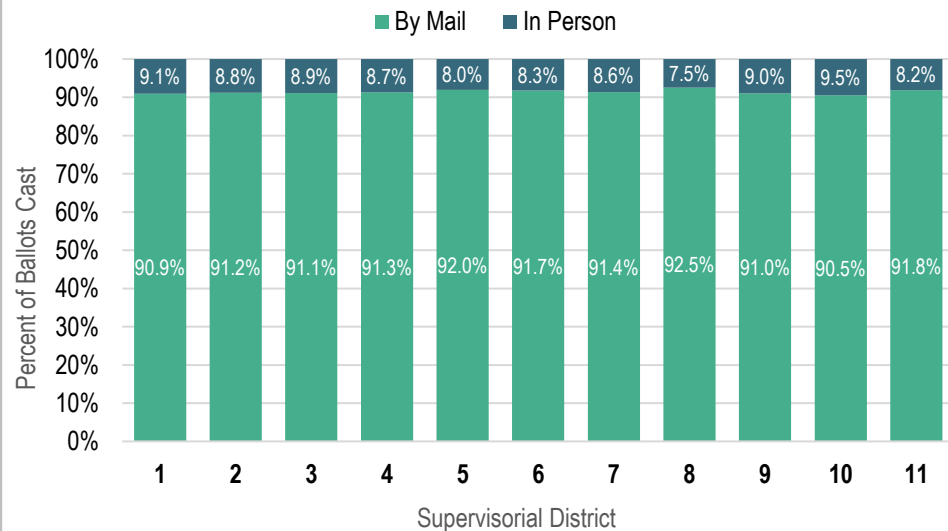
While [Figures 2-4](#) reveal voting trends across the City, [Figures 5-7](#) examine the voting methods used by City voters residing in each of 11 Supervisorial Districts, as well voters who requested translated or accessible election materials, and ethnic groups.

As shown in [Figure 5](#), among voters who participated in the November 2020 election, the percentages of those who voted in person at the polls and those who voted by mail were similar across each of the City's Supervisorial Districts, ranging from 7.5%-9.5% and 90.5%-92.5%, respectively.

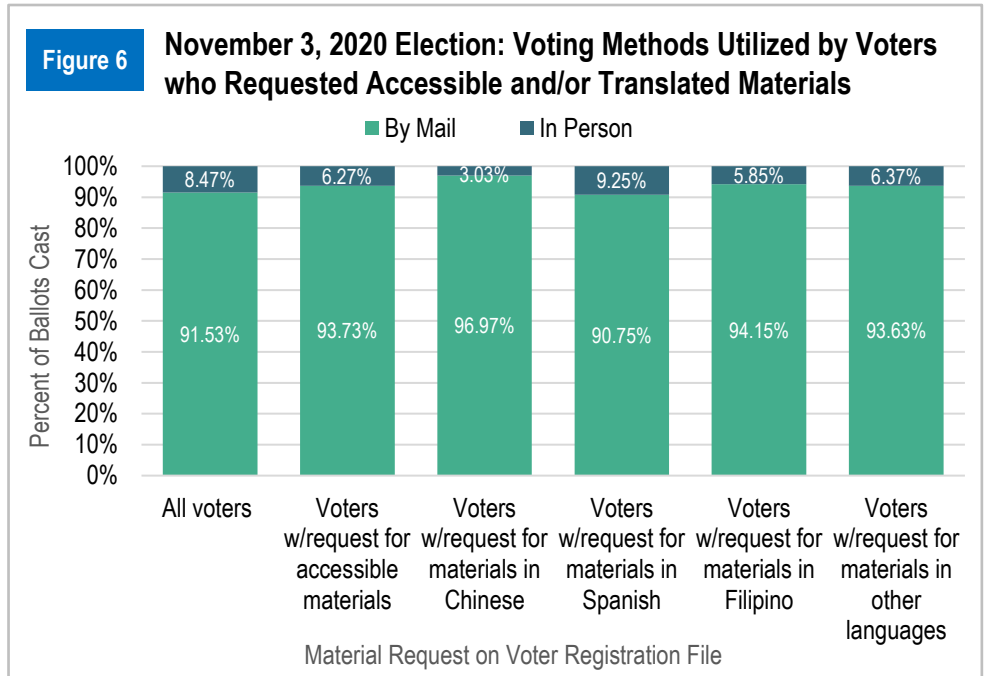
**Figure 4** Vote-by-Mail Ballots Cast by Return Method and Election



**Figure 5** November 3, 2020 Election: Voting Methods Utilized by Voters in Supervisorial Districts

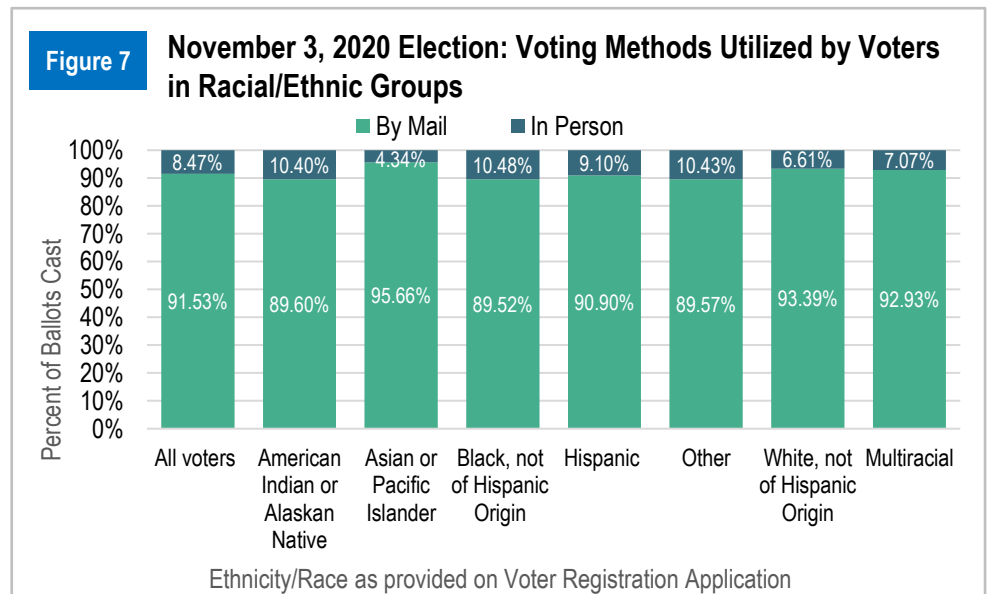


As shown in [Figure 6](#), vote by mail method in the November 2020 election was greater than 90% among voters who previously requested to receive accessible and/or translated election materials. The proportion of voters who voted by mail was slightly lower among voters with Spanish language preference (90.75%) when compared to the overall population (91.53%), and higher among voters with accessible material requests (93.73%), Chinese language preference (96.97%), Filipino language preference (94.15%) and Other (non-English) language preference (93.63%) voters, when compared to the overall population.



Vote by mail voting method in the November 2020 election was also relatively consistent across ethnic groups of voters, based on review of available data. (The voter registration application contains an optional field for voters to provide their race or ethnicity that the Department then enters into its voter registration database. As of the time of this writing, 180,885 out of 511,474 registrants provided such information as part of their voter records and are included in the analysis presented in [Figure 7](#).)

As shown in [Figure 7](#), the proportion of voters who voted by mail was slightly lower among voters who identify as American Indian or Alaskan Native (89.60%), Black or African American (89.52%) or Hispanic (90.90%), when compared to the overall population (91.53%), and higher than average among voters who identify as Asian or Pacific Islander (95.66%), White (93.39%) or Multiracial (92.93%).



The narrow variance in vote by mail method usage across groups of voters who requested translated or accessible

election materials and across racial/ethnic groups suggests that different populations of voters may be similarly impacted by a transition to an “all-mail” election. It would nonetheless be critical under the VCA elections model for the Department to work closely with community leaders to develop and implement voter education plans, and to reach all voter groups, particularly

those who traditionally voted in person. During VCA implementation period, the Department would need to engage in ongoing community dialogue with historically underrepresented groups and communities with vote-by-mail usage lower than the City's average to gather feedback on how the VCA would be experienced at the community level and how to best transition to the VCA elections model.

## **II. Survey on Potential Adoption of the Voter's Choice Act in San Francisco**

In January 2021, the Department developed and conducted a survey to gather public feedback on the potential adoption of the VCA elections model in San Francisco. This survey, which was available in both paper and digital formats in English, Chinese, Filipino, and Spanish, was administered to the Department's network of community outreach partners as well as random sample of San Francisco registrants. To attain sufficient number of responses that reflect the distribution of opinion among registrants, the Department randomly chose approximately 3,000 voters in each of 11 Supervisorial Districts to receive a survey. The Department sent a bilingual survey packet (based on language preference in voters' registration records), with a cover letter, the survey, and a postage-paid return envelope. The cover letter provided a brief overview of the VCA, described the purpose of the enclosed survey, and included a link to an accessible online version of the survey.

The survey consisted of 15 questions, of which seven questions focused on potential changes to voting options under the VCA, seven questions intended to gather voting patterns and demographics of respondents, and one free-form question designed to gather additional feedback:

1. *Would you be more likely to vote if a ballot were automatically mailed to you?*
2. *Would you be more likely to vote if the City replaced polling places with vote centers?*
3. *Which features of a vote center might make voting more convenient for you?*
4. *Would you be more likely to cast your ballot at a vote center if the site had a scanning machine that counted your ballot immediately?*
5. *How far would you be willing to travel to a vote center?*
6. *Which vote center would you most likely choose to visit?*
7. *Do you think a transition to a "Voter's Choice Act" election model with vote centers is a good idea?*
8. *Did you vote in the November 3, 2020 election?*
9. *What mode of transportation do you typically use to travel to your polling place?*
10. *Have you ever used any of the following resources at a polling place?*
11. *In what neighborhood of San Francisco do you live?*
12. *What is your racial or ethnic background?*
13. *What language(s) do you speak at home?*
14. *Do you have a disability that affects voting?*
15. *Do you have any other comments you would like to share?*

### **a. Responses**

The Department received nearly 6,000 survey responses, with 4,757 received by mail and 1,039 responses submitted online.

The majority of respondents indicated they had voted in the November 2020 election: 3,582 had returned their ballots by mail, 1,588 had used ballot drop-off services, 425 had voted at polling places, and 133 had voted at the voting center outside City Hall. Only 33 respondents had not voted in the November 2020 election.

While most respondents indicated they speak English at home, 336 indicated they speak Chinese, 81 Spanish, 23 Filipino, 79 other languages, and 569 speak two or more languages. 320 respondents indicated they had used bilingual services at polling places.

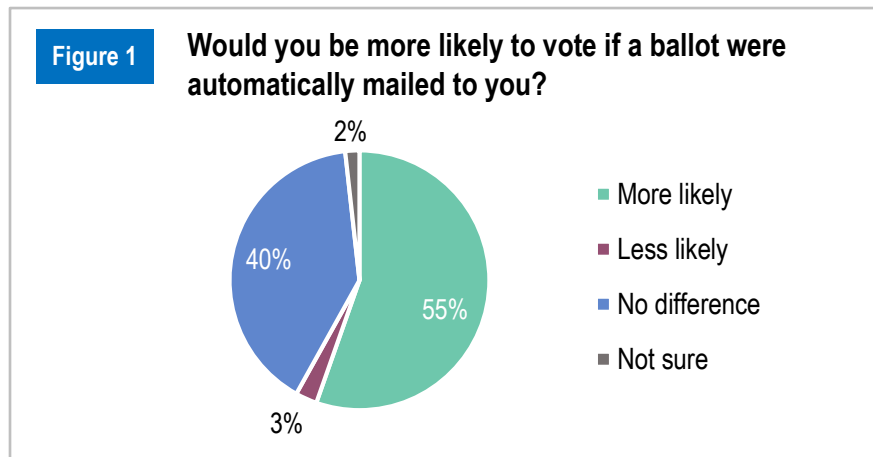
Of those who provided their racial/ethnic background, 11 respondents identified as American Indian or Alaskan Native, 1,345 as Asian, 166 as Black or African American, 335 as Hispanic or LatinX, 19 as Native Hawaiian and Other Pacific Islander, 230 as multiracial, 2,757 as white, and 10 as Other.

246 respondents indicated they had a disability that affects voting, while 217 had used accessible resources at polling places.

Responses to questions inviting respondents to share their opinions about the VCA election model are considered below.

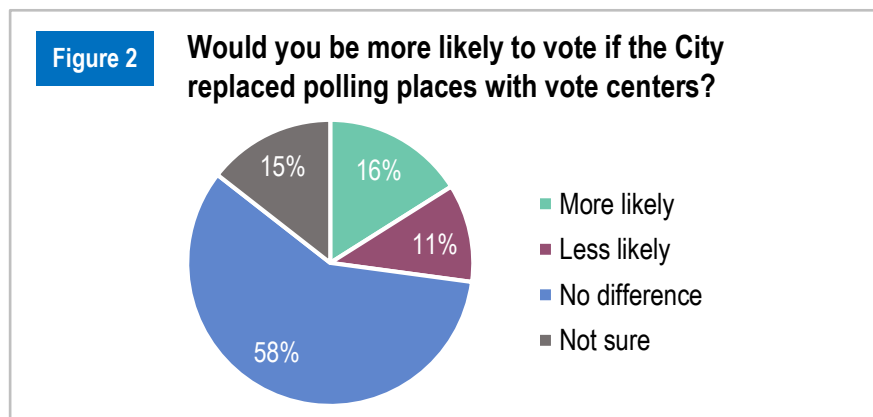
### 1. *Would you be more likely to vote if a ballot were automatically mailed to you?*

As shown in [Figure 1](#), 55% of survey respondents indicated they would be more likely to vote if a ballot was automatically mailed to them, 40% indicated that this change would make no difference, 3% indicated that they would be less likely to vote under these conditions, and 2% were not sure.



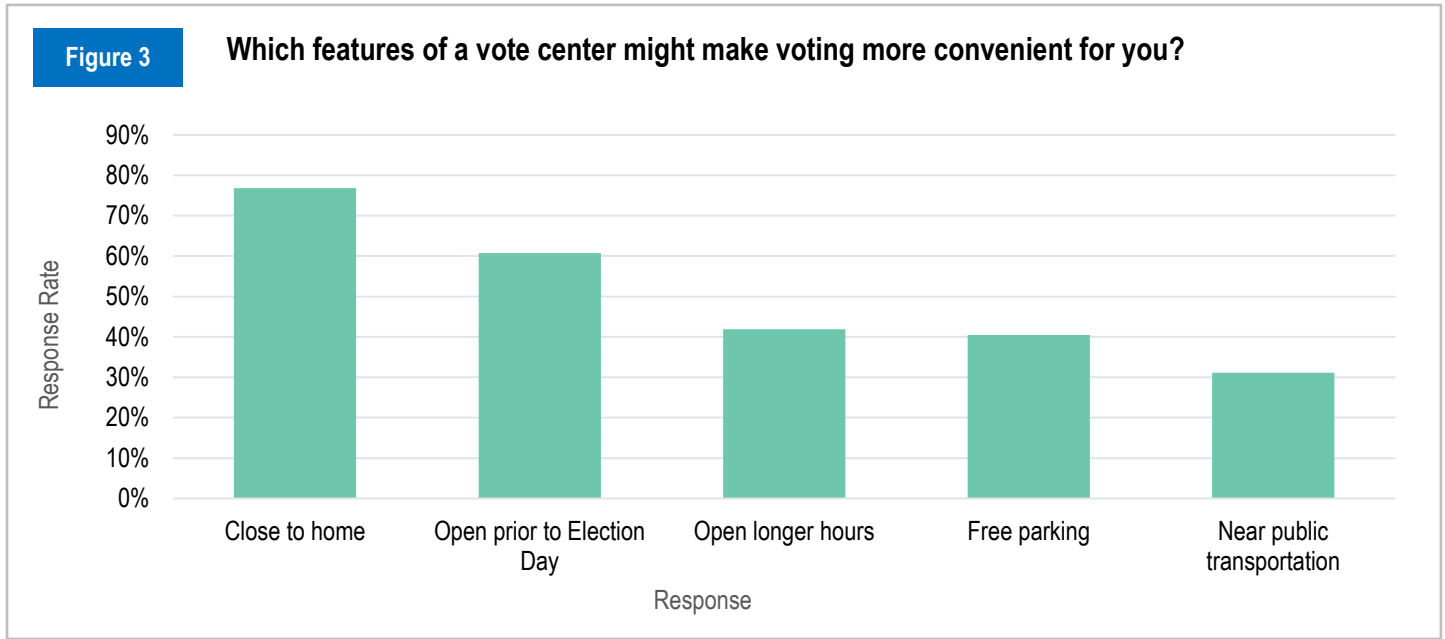
### 2. *Would you be more likely to vote if the City replaced polling places with vote centers?*

While [Figure 1](#) reveals voters' views on the "all-mail" aspect of the VCA elections model, [Figure 2](#) provides insight into whether or not voters would be more likely to vote if the City replaced polling places with vote centers. 16% of respondents indicated they would be more likely to vote if polling places were replaced with vote centers, 11% indicated they would be less likely to vote, 14% were unsure, and 59% indicated that this would make no difference.



### 3. Which features of a vote center might make voting more convenient for you?

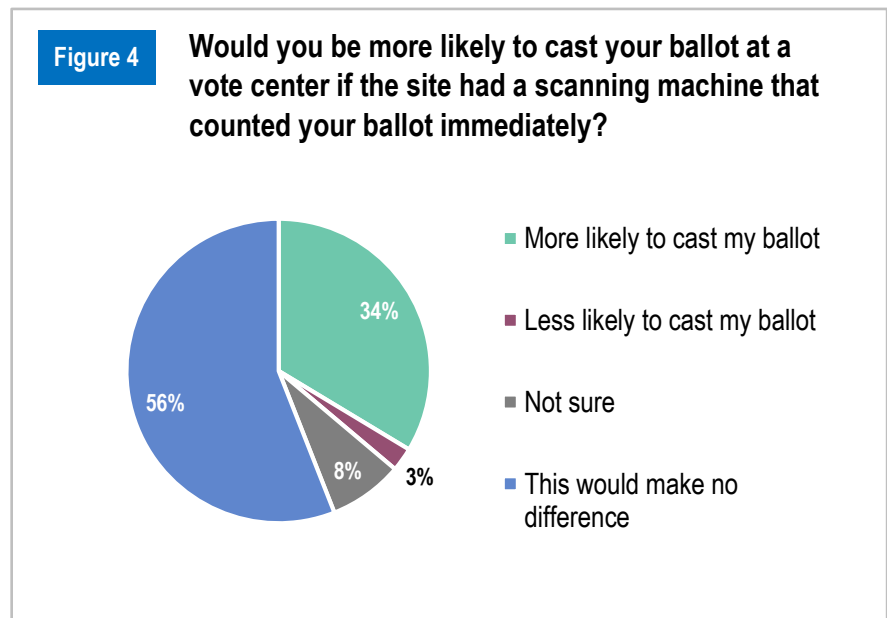
As shown in Figure 3, a large majority of respondents indicated that proximity to home (77%) was a key factor in vote center convenience. Many respondents also indicated they would like vote centers to be open prior to Election Day (61%) and for longer hours (42%). Free parking (41%), and proximity to public transportation (31%) were also desirable features of vote centers.



### 4. Would you be more likely to cast your ballot at a vote center if the site had a scanning machine that counted your ballot immediately?

For reasons discussed in Section B. 4. II. Voting Equipment of this report, were San Francisco to conduct its future elections under the VCA model, the City would need to decide whether or not to provide ballot-scanning machines at vote centers.

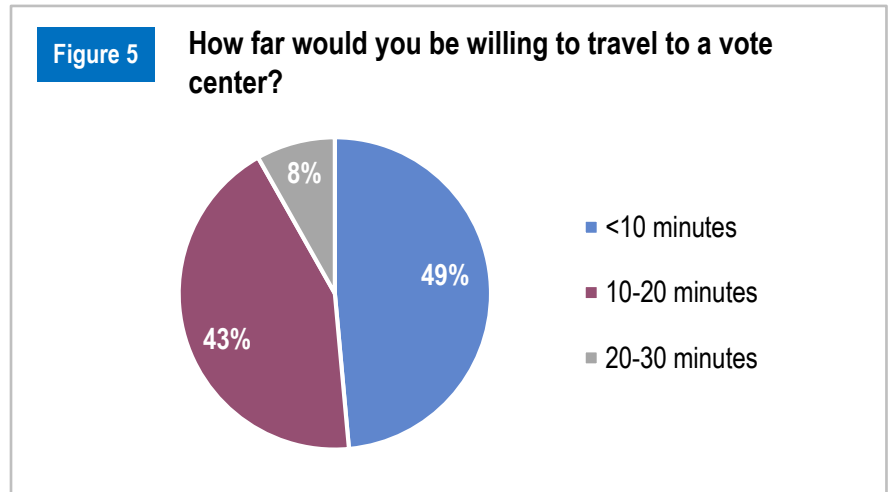
This question was thus designed to gauge public opinion regarding the importance of continuing to provide ballot-scanning machines at vote centers (these machines are provided at polling places). As shown in Figure 4, 34% of respondents indicated they would be more likely to vote at a vote center if vote centers had ballot-scanning machines, 3% indicated they would be less likely to cast a ballot in person, 8% were unsure, and 56% indicated that this would make no difference.



### 5. How far would you be willing to travel to a vote center?

As shown in Figure 5, nearly half of respondents (49%) indicated they would be willing to travel to a vote center if the site were fewer than ten minutes away, 43% would be willing to travel 10-20 minutes, and only 8% would be willing to travel 20-30 minutes.

Note: Figure 5 excludes data from voters who indicated “I would vote by mail” in their response(s) to this question, to show views among voters who utilize in-person services.

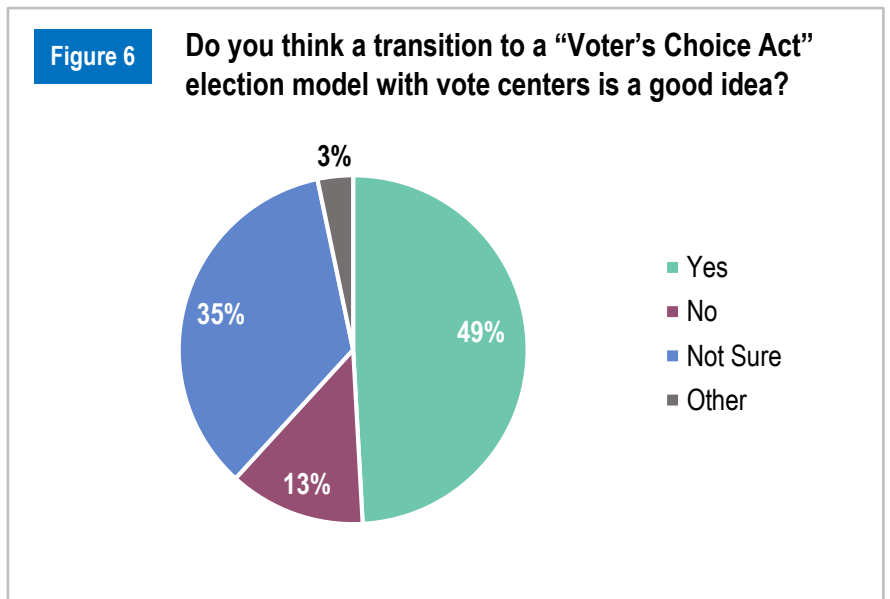


### 6. Do you think a transition to a “Voter’s Choice Act” election model with vote centers is a good idea?

As shown in Figure 6, more respondents were in favor of transitioning to the VCA elections model (49% responded “Yes”) than opposed to such a transition (12% responded “No”), but many respondents were unsure (34%).

The mixed overall response highlights that, if the City were to transition to the VCA elections model, the Department would need to provide robust outreach and voter education regarding particular aspects of the VCA in order to ensure that local voters are given all the resources necessary to fully participate in elections.

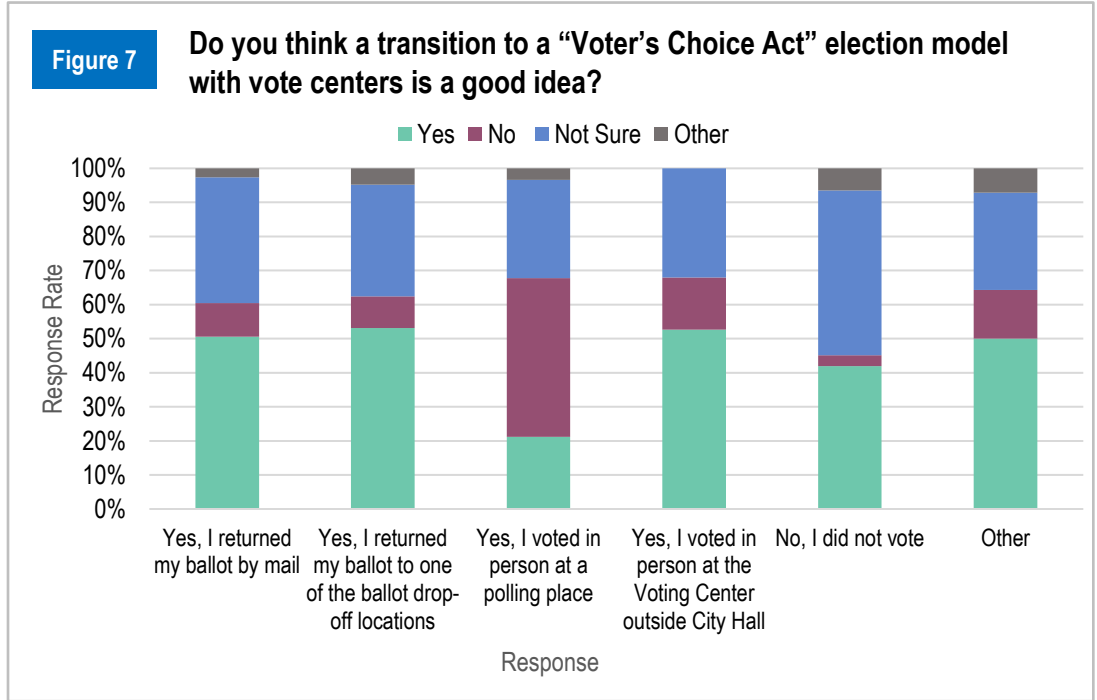
To better understand whether there was any variability in opinions about a potential VCA transition across different communities within the City, the following analysis considers how different voting populations answered the question, “Do you think a transition to a Voter’s Choice Act election model with vote centers is a good idea?”





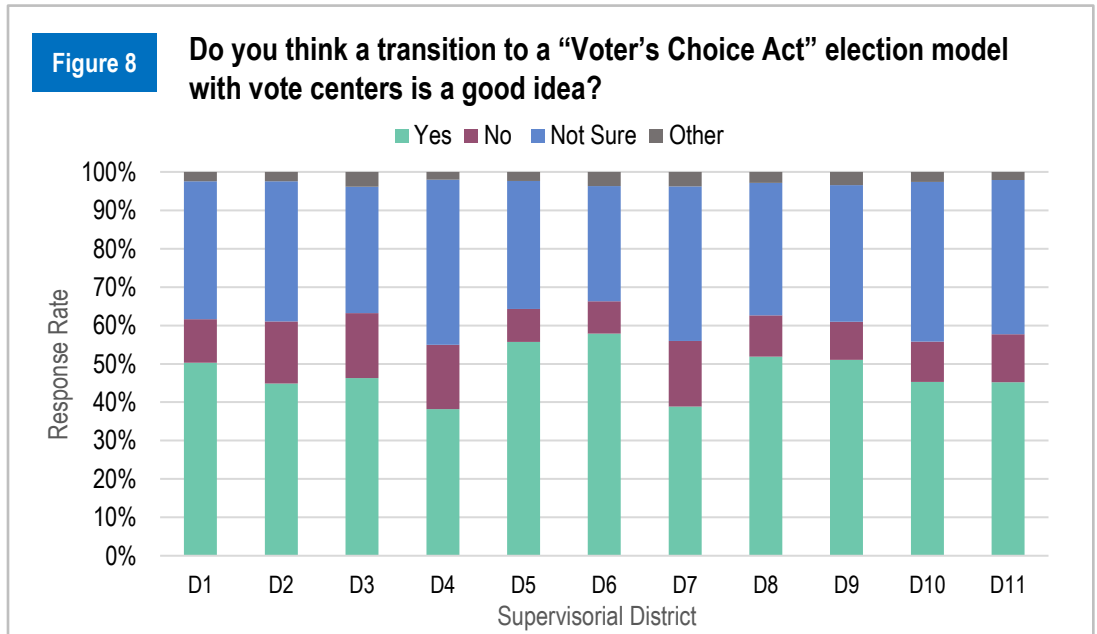
**i. Preference among voters by Voting Method**

As shown in Figure 7, respondents who had cast their ballot by mail or at the City Hall Voting Center in the November 2020 election were generally more supportive of the transition to the VCA elections model than those who voted in person at a polling place. While over 50% of voters who cast their vote-by-mail ballot or voted at the Voting Center indicated the transition would be a good idea, only 20% of polling place voters shared the same view.



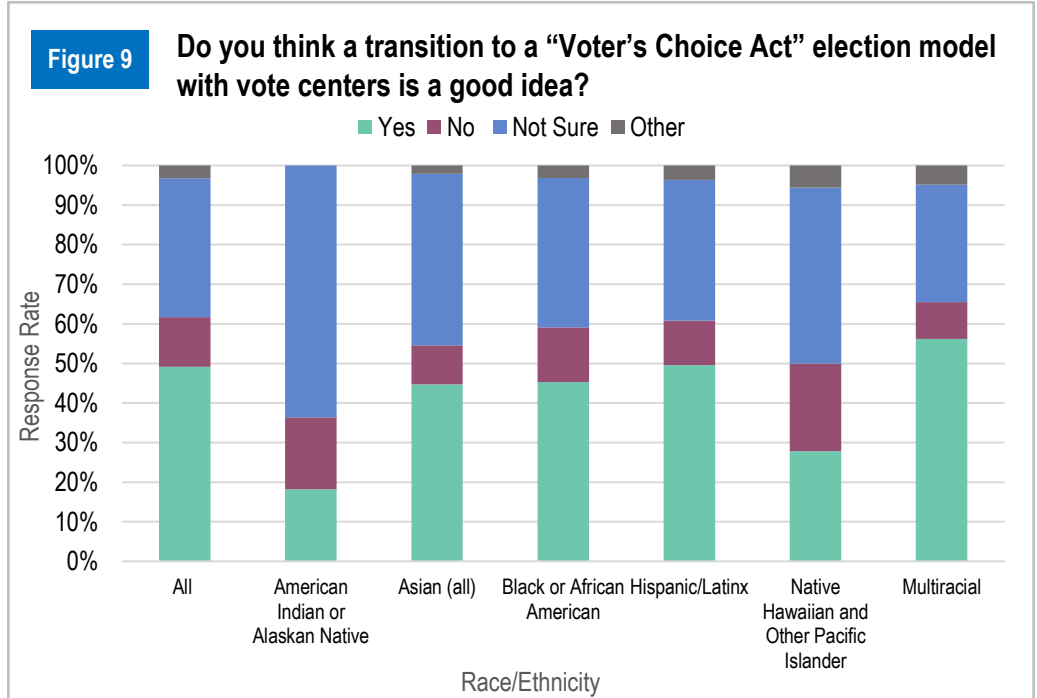
**ii. Preference among voters by Supervisorial District**

As shown in Figure 8, aggregated responses in different Supervisorial Districts ranged from 38% (in District 4) to 58% (in District 6) in support of transitioning to the VCA elections model. Responses across the City were relatively consistent in that voters who provided definitive answers were more than twice as likely to respond “Yes” than “No”.



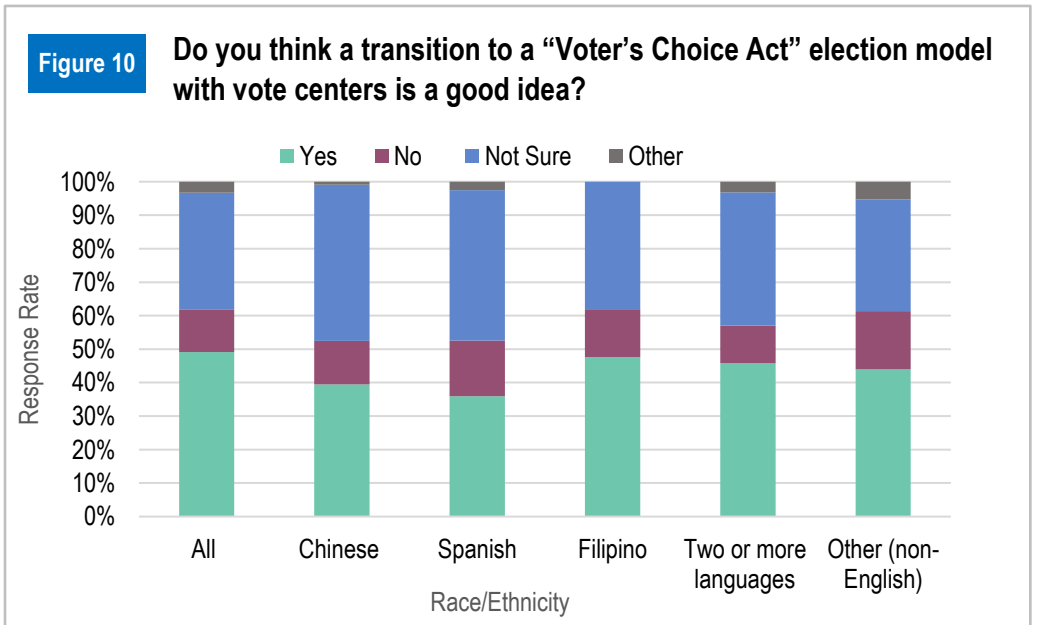
**iii. Preference among voters by Race/Ethnicity**

As shown in Figure 9, the proportion of voters who indicated that a transition to the VCA elections model was a good idea was slightly higher among voters who identify as Hispanic/LatinX or multiracial, when compared to the overall population, and slightly lower among voters who identify as American Indian or Alaskan Native, Asian (all), Black or African American, and Native Hawaiian or Pacific Islander. However, due to the relatively small sample sizes of these groups, the differences across racial and ethnic groups likely require more research.



**iv. Preference among voters by Spoken Language and/or those who have used bilingual services at polling places**

As shown in Figure 10, the proportion of voters who indicated that a transition to the VCA elections model was a good idea was slightly lower among voters who speak Chinese, Spanish, Filipino, two or more languages, or another non-English language, when compared to the overall population. Again, due to the small sample size of these groups, the Department would need to conduct further research as part of its transition to the VCA election model to better understand how these groups may be impacted by this change.

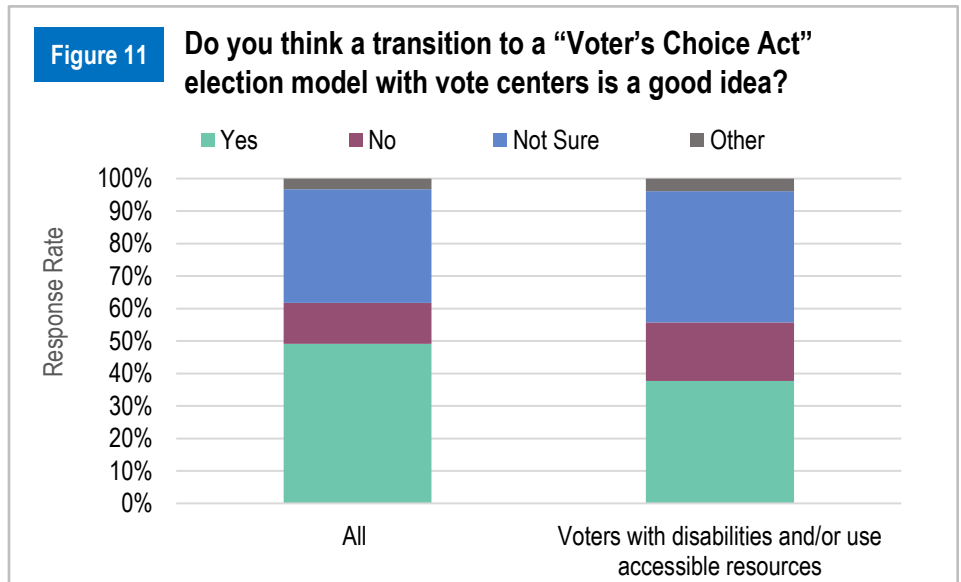


Regardless of the outcome of that further research, the Department would continue

expanding language access, conducting outreach in as many languages as feasible, and working closely with its Language Accessibility Advisory Committee.

**v. Preference among voters with disabilities and/or those who have used accessible voting resources**

As shown in Figure 11, responses to the question “Do you think a transition to a Voter’s Choice Act election model with vote centers is a good idea?” among those with disabilities and/or those who have used accessible voting services reveal that 38% favor the transition, 18% oppose the transition, and 40% are unsure about the transition. These results suggest that any transition to the VCA would require significant partnership with disability community leaders to address concerns shared by voters in this group.



**b. Survey Conclusions**

The results of this survey indicate neither an overall support for, nor an overall opposition to a potential transition to the VCA elections model in San Francisco; mixed views are held both generally and among specific voting populations. Voters who already vote by mail tended to favor the VCA model, while polling place voters tended to dislike the idea, but more generally, there was no clear consensus reflected in the received responses. Based on these results, the Department anticipates that any VCA planning and implementation process would need to include a robust outreach program – one designed to ensure that all current and future voters receive information and resources necessary to fully participate in elections conducted under the VCA model.

**Section B**

**1. Voter Outreach, Education, and Services**

**I. Voter Outreach Strategies**

Reaching and educating various communities about essential elements of the VCA would be crucial to the successful implementation of administering elections in San Francisco under the new election model.

The Department already incorporates many effective strategies in its current outreach programs intended to reach members of the City’s communities of color, voters who are elderly, voters living in neighborhoods with turnout below the City average, voters who prefer to speak languages other than English, voters with disabilities, voters who are unhoused or housing insecure, and the public at large. Such outreach strategies include direct and indirect distribution of digital and print materials; official mail notifications; placement of news and radio advertisements; and broadcasting of public service announcements,

all available in translated and accessible formats; and partnership grants with local nonprofit organizations who are well poised to assist in disseminating election information to vulnerable populations.

Were the City to adopt the VCA elections model, the Department would leverage the reach of its current outreach strategies as well as the expertise of members of its Language Accessibility Advisory Committee (LAAC), Voting Accessibility Advisory Committee (VAAC), and other community groups to educate residents about upcoming changes to the voting process.

As stated in *Section A. 1. Voter's Choice Act Overview*, during the VCA transition, the Department would need to develop, with extensive public input, the Election Administration Plan (EAP). Among other topics, the EAP would need to include a detailed Voter Outreach and Education Plan (VEOP), enumerating the Department's proposals for specific outreach strategies, both required under the VCA and those proven effective in educating San Francisco residents. These strategies are briefly described below.

#### **a. Use of Media**

To inform San Francisco voters about changes under the VCA elections model, the Department would continue to utilize a number of its current outreach strategies, including running advertisements in local English and non-English newspapers and on radio and television stations; developing multilingual, multi-format outreach messages to be distributed by and through community organizations, City Departments, other government agencies, and local colleges and universities; and placing ads in local public transit shelters and on transit vehicles.

As with other media outreach on the VCA, the Department would continue to utilize its existing Twitter, Facebook, Instagram, YouTube, and Nextdoor accounts to provide information and updates to voters, highlighting critical election deadlines, voting tips, and vote center and ballot drop-off locations. To organize these efforts, the Department would develop a detailed social media plan for the VCA transitional period, noting the dates and content for specific outreach messages.

#### **b. Website**

The Department's website, *sfelections.org*, would serve as a comprehensive and fully accessible source of VCA information for the public. The Department would post its EAP, including the VEOP, on the website in all required languages and in a wide range of accessible formats, including audio. Downloadable PDF versions of all VCA related print outreach materials as well as multilingual versions of television and radio PSAs would also be posted on the website. The Department would regularly issue press releases to media contacts and local organizations, highlighting VCA planning deadlines, outreach information, and opportunities to submit public input, with all press releases posted on *sfelections.org*.

#### **c. Community Partnerships**

The Department would make all informational content on the VCA available to its community partners, including official digital content as well as a full range of print materials (i.e., brochures, posters, etc.). Working with many partners, the Department would distribute VCA related materials throughout San Francisco by way of community presentations, street fairs, festivals, street canvassing, tabling events, and voter registration drives. The Department would also work with local businesses to post VCA informational materials in store windows and make digital versions of all print outreach materials available for distribution to San Francisco residents via local community organizations.

The Department would also organize a *Community Ambassador Program*, inviting local organizations to designate members of their organizations to participate in the program and receive training and presentation materials to effectively provide general education about the VCA transition to their constituents.

#### **d. Focused Language Access Outreach**

To reach language minority voters with VCA information, the Department would leverage its connections with members of its LAAC, a diverse group comprised of representatives from local community-based organizations with a special interest in providing elections information and services in languages other than English. After developing the VEOP and producing multilingual VCA outreach materials in tandem with the LAAC, the Department would then plan and hold bilingual voter education workshops in Burmese, Chinese, Filipino, Japanese, Korean, Spanish, Thai, and Vietnamese, all in collaboration with the LAAC and their contacts.

In addition to reaching language minority voters through and with the LAAC, the Department would continue to partner directly with the wide spectrum of local community organizations and advocacy groups as part of a robust effort to saturate all City neighborhoods with VCA related printed information as well as multilingual presentations. Such presentations would include interactive lecture and tabling events in which Department bilingual outreach coordinators would focus on discussing language assistance services, options for requesting translated election materials, and the availability of the toll-free, multilingual voter assistance hotline.

#### **e. Focused Accessible Voting Outreach**

Strategies to reach voters with disabilities would parallel the strategies used to reach language minority voters as described in the immediately preceding subsection, namely leveraging the expertise and contacts of the VAAC, a diverse group comprised of representatives from local community-based organizations with a special interest in designing and maximizing the use of accessible voting resources. Similar to the LAAC collaboration, the Department would work with the VAAC to develop VCA outreach materials, and plan and host VCA voter education workshops regarding election accessibility, some of which would include demonstrations of accessible voting technology.

The Department would also partner directly with local community organizations and advocacy groups who serve seniors and people with disabilities in San Francisco, disseminating digital and print information about the VCA transition, conducting multi-format presentations and accessible voting technology demonstrations at community events, and providing information about the availability of accessible ballots, the process for requesting such ballots, the availability of the toll-free voter assistance hotline, and other election topics of particular interest to members of this community.

#### **f. Other Vulnerable Population Outreach**

The Department would make a concerted effort to educate voters in vulnerable communities, including racial and ethnic minorities, City residents living in low-income communities, and San Franciscans who are unhoused or housing insecure, about the VCA transition. At outreach events intended to reach voters and potential registrants of vulnerable populations, Department staff would focus on election topics of particular interest to those in attendance, as well as providing general information about the VCA transition and voting options.

In identifying opportunities for outreach to vulnerable populations, the Department would collaborate with City departments and local agencies, including the Office of Racial Equity, the Department of Homelessness and Supportive Housing, and the

San Francisco Housing Authority, as well as organizations such as Project Homeless Connect, Swords to Plowshares, the Homeless Prenatal Project, Episcopal Community Services, Catholic Charities, Five Keys, and other community partners who provide services to vulnerable and hard-to-reach populations.

As part of its focused outreach to members of the City's most vulnerable populations, the Department would also maintain VCA informational tables at neighborhood venues such as flea markets, farmers markets, and grocery store parking lots to create opportunities for convenient one-on-one interactions with voters.

Finally, the Department would seek funding to supplement its outreach efforts to members of vulnerable populations with grant programs with local nonprofit and community-based organizations who provide services or work with vulnerable populations in San Francisco.

#### **g. Public Service Announcements**

In collaboration with its LAAC and VAAC members, the Department would create and broadcast 1) at least one Public Service Announcement (PSA) in English, 2) at least one accessible (closed-captioned) PSA, and 3) at least one PSA in each designated minority language, to provide information about the VCA transition and the toll-free voter assistance hotline. The PSAs would be produced in all CAEC §14201 languages (Burmese, Japanese, Korean, Thai, and Vietnamese) as well as all Voting Rights Act §203 languages (Chinese and Spanish). In addition, to comply with the City's Language Access Ordinance, the Department would create and broadcast a VCA PSA in Filipino.

#### **h. Voter Notices**

The Department would develop and provide several voter notices about the VCA transition and other pertinent information in the Voter Information Pamphlet and Sample Ballot (VIP) and on *sfelections.org*.

Such notices would include: a notice in the VIP listing all language assistance services available at each vote center; a notice, either printed in the VIP, or enclosed with vote-by-mail ballot packets, explaining in all languages required under federal, state and local law that 1) an "all-mail" election is being conducted, 2) mailed ballots may be cast in person at vote centers, and 3) accessible and replacement ballots in other languages are available; and a notice listing all vote center and ballot drop-off locations, along with their hours and other pertinent information.

#### **i. Direct Mailers**

The Department would develop and send multiple direct mailers to voters and potential registrants in the City.

Such mailers would include: a postcard with information about the availability of translated official and facsimile ballots and accessible ballots, and the process for requesting to receive materials in different languages and/or accessible formats; and an informational insert enclosed with vote-by-mail packets with instructions on how to properly fill out the return envelope, how to request a replacement ballot, how and when to return the ballot, as well as how to request large-print ballots and ballots in different languages.

The Department would also send a minimum of two additional mailers (with digital versions sent to all voters with email addresses in their registration records) with general information about San Francisco's transition to the VCA. These mailers would advise voters of the availability of the toll-free voter assistance hotline, outline available voting options, provide information about vote center and ballot drop-off locations, and other key election information.

## **j. Toll-Free Voter Assistance Hotline**

As part of its outreach efforts and in compliance with VCA requirements, the Department would organize and staff a toll-free multilingual voter assistance hotline to assist voters with any registration or voting questions.

The toll-free phone number would be published on the Department's website and included in various outreach materials, including PSAs, voter notices, mailers, and the VIP.

As an additional service, the Department would also provide American Sign Language interpretation assistance via video conferencing.

## **II. Services**

The impact of the VCA in San Francisco would have three main components: 1) adoption of universal ballot mailing, 2) replacement of polling places with vote centers, and 3) expansion of available ballot drop-off boxes. Under the current polling place model, only a voter who has requested vote-by-mail (VBM) ballot delivery (either for a single election or on a permanent basis) can be mailed a ballot, and the Department has flexibility to operate any number of vote centers and ballot drop-off locations in addition to the required number of polling places.

In the November 3, 2020 election, the Department was able to mail ballots to all locally registered voters because of temporary, statewide legislative changes that took effect in June 2020 for that election only. More specifically, on June 18, 2020, Governor Newsom signed Assembly Bill (AB) 860, requiring California elections officials to 1) mail ballots to all actively registered voters, 2) open accessible vote-by-mail (AVBM) systems to all voters, 3) set up and maintain ballot tracking systems, 4) count VBM ballots that arrive in the mail and are properly postmarked up until the 17<sup>th</sup> day after Election Day, and 5) begin processing VBM ballots as early as the first day of the early voting period or 29 days before Election Day.

Since changes under AB 860 were temporary, California Legislators introduced two bills late last year: Senate Bill (SB) 29 and AB 37. SB 29 was passed on February 16, 2021, as an urgency statute, extending universal ballot mailing and ballot tracking requirements to all elections conducted prior to January 1, 2022. If AB 37 were to pass, these requirements would be extended to all elections, making universal ballot mailing and ballot tracking permanent. Under AB 37, every active San Francisco voter would be mailed a ballot automatically whether or not the City decided to conduct future elections under a VCA model. If neither AB 37 nor any similar legislation becomes law, only adoption of the VCA elections model would allow all locally registered voters to continue receiving VBM ballots automatically in elections conducted in 2022 and thereafter.

### **a. Universal Vote-By-Mail**

In any election conducted under the VCA elections model, the Department would be required to mail VBM packets, with ballots, instructions, and postage-paid return envelopes, to all active voters no later than 29 days before Election Day, and would continue sending such VBM packets to new registrants on a rolling basis up through one week before Election Day. This process would be similar to the current VBM mailing process – although packets would be sent to all voters rather than to approximately 75% of voters currently registered as permanent VBM voters.

Under the VCA, in addition to mailing paper ballots to all active City voters, the Department would be required to provide an accessible vote-by-mail (AVBM) system. (The AVBM system allows eligible voters to access and mark their ballots remotely, using assistive devices.) The Department has maintained the AVBM system for the last five elections, making it available to military and overseas voters at least 45 days before the election and to all other eligible voters 29 days before the election.

## **b. In-Person Voting Services**

Under the VCA elections model, the Department would be required to replace all of the City's neighborhood polling places (only open for one day on Election Day) with vote centers (open starting 10 days prior to Election Day), offering voters a full complement of services. More specifically, such services would need to include: 1) return of vote-by-mail ballots, 2) voter registration and registration updates, 3) issuance of replacement ballots, 4) issuance of provisional ballots, 5) issuance of standard ballots, 6) accessible voting resources, and 7) minority language assistance. These services are briefly described below.

### **1) Return of vote-by-mail ballots**

Any voter would be able to return their VBM ballot to a secure ballot container at any vote center in the City.

Voters who wish to cast their ballots on site would be able to utilize seated/standing voting booth area to mark their ballots or use any resources available to help them cast their vote, including translated voting materials, facsimile ballots, accessible tools or equipment, etc. These services would continue to be the same as the services the Department has been providing at all polling places.

### **2) Voter registration and registration updates**

At any vote center, voters would have the ability to update their registration information as necessary, and utilize the conditional voter registration (CVR) process to register and vote provisional ballots to be counted after the Department has processed and verified their registrations. (CVR has been available at vote centers since 2017 and at polling places since 2020.)

In addition, under the VCA elections model, "instant CVR," which allows late but eligible voters to register or update their registration and receive a standard ballot, would become available at all vote centers. Instant CVR has not been feasible at the City's polling places because poll workers had continued to use traditional paper rosters and were not able to make updates to voters' registration records or check voting activity in real time, requiring all CVR voters to cast provisional ballots. Under the VCA, the Department would implement voter registration database connectivity and related instant CVR technology at all vote centers, which in turn would allow vote center staff to process many CVR voter registrations immediately and issue standard (non-provisional) ballots.

### **3) Issuance of replacement ballots**

As under the current polling place model, any voter in a VCA model election who never receives, loses, or spoils a previously issued ballot can request a replacement ballot. In order to receive a standard replacement ballot at a polling place, the voter is required to surrender their original VBM ballot or otherwise vote a provisional ballot. Under the VCA model, vote center staff would have the ability to access voter registration records, check voting activity, and issue standard ballots. From the voter's point of view, this would mean vote center staff could offer a non-provisional ballot to any voter requesting a replacement ballot provided their record did not include a counted ballot for that election.

Under the VCA elections model, San Francisco voters could continue to authorize third parties, such as family members, to pick up and/or return their ballots by contacting the Department or submitting the appropriate form at a vote center. In contrast, poll workers in recent elections could not process third party ballot requests because polling places lacked both voter registration database connectivity and availability of all ballot types at each polling place.



#### 4) Issuance of provisional ballots

In California, any voter whose eligibility to cast a regular ballot in a particular election cannot be immediately verified is entitled to cast a provisional ballot. There are several reasons a voter's eligibility to cast a regular ballot might be in question, including having an incomplete or non-existent registration (e.g., a voter who has registered without providing a signature), having already received and/or returned a VBM ballot, or living outside the voting jurisdiction.

Under the VCA elections model, the Department would offer provisional ballots to any voters whose eligibility to cast a ballot in that election could not be immediately verified at a vote center. However, due to the improved technology and connectivity that would be available at vote centers, the number of voters whose eligibility remained in question after Department staff had accessed the registration database would likely be smaller. Under the current polling place model, a voter whose name is not listed on the paper precinct roster is required to vote provisionally, even if the voter claims to be registered to vote elsewhere in the City. In contrast, with real-time access to the voter registration database, a vote center staff would be able to locate records of any registered voter in the City and issue a standard ballot.

#### 5) Issuance of standard ballots

As clarified by the Memorandum # 17066 issued by the Secretary of State's office on August 18, 2007, "The intent of the Voter's Choice Act is to provide voters with more choices to cast and return their ballots. This includes preserving the traditional experience of casting a regular ballot at an in-person voting location." In other words, at any vote center, voters who are eligible to cast standard ballots under the requirements of CAEC §2170, would be issued such ballots.

#### 6) Accessible voting resources

As under the current polling place model, any voter in a VCA model election would be able to choose from a full range of accessible voting resources and services, including touchscreen, audio, and large-print ballots; magnifying sheets to enhance the readability of printed text; pen attachments to make writing utensils easier to grip; large-print versions of voting instructions; in-person and video interpretation for American Sign Language; wheelchair accessible voting booths and seated voting; and curbside voting. (Upon request, a vote center staff member would bring the ballot and necessary materials to the voter and assist the voter, just as poll workers do at polling places.)

As required under the VCA, the Department would deploy a minimum of three accessible ballot-marking devices (BMDs) at each vote center (rather than one per polling place). The BMDs currently leased by the Department from the Dominion Voting Systems are compatible with a number of assistive devices, including braille-embossed handheld keypads, sip-and-puff systems, paddles, and head-pointers, and allow in-person voters to navigate through touchscreen or audio ballots with options to change text and background colors, text size, or audio instructions through headphones. Any voter using one of these devices can view or hear a summary of their choices and change any selections before printing their ballot.

Department staff would post multilingual notices describing all accessible voting services at vote centers, just as poll workers do at polling places under the current model. The Department would also continue striving to improve accessible voting resources at all in-person voting locations, working with members of its VAAC, the Mayor's Office on Disability, and other community partners to ensure voters with disabilities can cast their vote privately and independently.

## 7) Minority language resources

As under the current polling place model, any voter in a VCA model election would be able to vote and/or receive in-person assistance in their preferred language. To that end, each vote center would be supplied with official and sample ballots in all federally and locally mandated languages: English, Chinese, Filipino and Spanish as well as translated reference ballots in languages required under state law: Burmese, Japanese, Korean, Thai, and Vietnamese.

To maximize the effectiveness of in-person language assistance, the Department would staff vote centers located in or adjacent to precincts meeting the requirements listed in §203 of the federal Voting Rights Act for in-person language assistance with staff fluent in those languages. As part of this process, the Department would solicit public input and would make every effort to recruit and assign bilingual staff to vote centers located in areas with denser minority language populations. To supplement in-person language assistance, the Department would continue to utilize its telephone interpretation service, which provides assistance in over 200 languages.

In addition to posting multilingual notices describing all minority language voting materials and interpretation services at vote centers, vote center staff would wear name tags showing the languages each staff member speaks, just as poll workers do at polling places. The Department would continue to comply with all language related election law to ensure that all eligible San Franciscans, including those with limited English proficiency, have equal and easy access to translated materials and language services. As part of its ongoing effort to provide effective language assistance and translated materials, the Department would continue seeking feedback from members of its LAAC and other interested local community partners on matters related to language access.

### **c. Ballot Drop-Off Services**

In any election conducted under the VCA elections model, the Department would need to organize and open approximately 35 ballot drop-off locations across the City starting at least 28 days before Election Day. Such ballot drop-off locations would provide voters a secure and convenient option for returning their voted ballots. Although the ballot drop-off sites would be available for a longer period, there would be a reduction in the number of sites on Election Day, as compared to the number of ballot drop-off sites available under the current polling place model.

In recent elections, all of the City's 588 polling places served as ballot drop-off sites and voters could visit any polling place to return their ballots. The Department also offered ballot return services at its main City Hall and auxiliary vote centers. For the November 3, 2020 election, the Department further expanded ballot drop-off services, opening 11 drop-off stations in the City, one in each Supervisorial District.

## **2. Staffing and Staff Training**

### **I. Staffing Resources**

In the months leading up to each election, the Department hires many temporary employees to aid its full-time staff with pre-election and post-election tasks, including candidate filings, maintenance of voter records, selection and preparation of in-person voting sites, vote-by-mail ballot envelope signature comparison, processing and counting of voted ballots, and canvass auditing processes. In each election, the Department also recruits approximately 2,500 poll workers, each of whom typically receive a stipend of approximately \$200 for serving voters on Election Day.

In recent elections, the Department has assigned 3-5 poll workers to each polling place and, to provide support to those poll workers, has hired approximately 70 roving Field Election Deputies (FEDs) and organized a 40-person phone bank tasked with answering poll worker calls.

To staff multi-day vote centers, the Department would need to employ a different staffing model, hiring salaried temporary employees in place of stipend-paid volunteer poll workers. The Department expects that approximately eight (8) to fifteen (15) employees would be necessary to staff each vote center, with more staff needed during busier times as Election Day approaches. (When staffing vote centers, the Department would consider both the proximity to Election Day and projected turnout at each vote center.)

Several factors would contribute to higher staffing needs per vote center under the VCA elections model, some of which are described below.

First, given that all 588 polling places would be replaced by approximately 53 vote centers, each vote center would need to be ready to serve a larger number of in-person voters. While the number of such voters, particularly on Election Day, might decrease due to increased service in the early voting period and the universal mailing of ballots, vote centers would need to be adequately staffed on all days, resulting in staffing needs early on.

Second, with new technology available at each vote center, vote center staff would be able to provide a more complex range of services to in-person voters. Providing these services would contribute to an increase in the average time required to process each voter, which, in turn, would increase staffing resource needs at each site.

Finally, while the transition to the VCA elections model would reduce the number of roving FEDs required to support poll workers at approximately 588 neighborhood polling places on Election Day, the transition would simultaneously necessitate an increase in staffing resources to support 53 vote centers over the course of ten voting days as well as on Election Day.

**a. Recruitment, Hiring, and Onboarding Process**

Since the Department would need to hire many temporary workers to conduct a VCA model election, the Department would need to adjust its hiring practices accordingly. Implementing such changes could pose several challenges, some of which are discussed below.

First, the Department would need to begin by recruiting approximately 500 temporary employees to work at vote centers for a period of several weeks. Although the Department could begin this process by attempting to recruit former poll workers to serve as vote center staff, it is likely that many poll workers who have successfully balanced their one-day Election Day service with other personal commitments, such as work, family, or school, would not be able to commit to serving voters for several weeks. In addressing this challenge, the Department would need to increase its outreach and advertising channels, develop updated job advertisements and public service announcements about open-recruitment application process, and expand its community partnerships.

Second, unlike the relatively simple processing of volunteer poll workers, all staff serving at vote centers would need to complete the City's formal hiring processes. The hiring process for seasonal staff typically begins approximately 85 days before work begins. Steps in this process involve posting job descriptions on JobAps, reviewing applications, scheduling and conducting interviews, assisting new hires with completing the necessary paperwork, scheduling fingerprinting appointments, and obtaining staff clearance from the Department of Justice. Hiring more temporary workers would necessitate more time to

complete all the necessary hiring steps, placing significant human resource demands on both the Department of Elections and the Department of Human Resources (DHR).

Third, with recent hiring data in mind, the Department anticipates it would need to conduct interviews with approximately 800 applicants in order to fill approximately 500 vote center and roving support positions. In recent elections, the Department has incorporated efficiencies into its hiring process by facilitating group interviews. Even with these efficiencies, given the volume of temporary staff needed to work at vote centers, the Department would be required to coordinate and conduct approximately 50 group interviews. By contrast, the poll worker screening and onboarding processes are based on an online self-assessment, requiring a significantly lower commitment of Department resources and no involvement of DHR personnel.

Fourth, per operational timelines, the Department typically conducts interviews for staff in seasonal positions no fewer than 18 days prior to staff start date in order to accommodate the clearance processes established by the DHR, which include background checks and fingerprinting. However, based on the current number of fingerprinting appointments made available, the hiring of vote center staff would need to begin 4-5 months prior to the anticipated start date. This extended timeline would be impractical due to the short duration of employment and is incongruent with the citywide goal of decreasing lag times in its hiring, interviewing, and onboarding processes. Such an early timeline also presents issues related to staff retention and their changing economic circumstances.

Fifth, many vote centers would need to provide language assistance in all of the languages required under state and federal elections law. Consequently, the Department would need to hire a large number of bilingual staff to fulfill bilingual requirements set forth in the VCA. The VCA includes criteria to be used by any participating county in determining the minimum language assistance to be provided at each vote center, based on the location of each site, and further requires counties to provide additional language assistance at locations, as informed by the public feedback process. Recruiting bilingual temporary workers is likely to be more difficult than recruiting bilingual poll workers, given the greater time commitment involved.

#### **b. Poll Worker Program**

Due to the challenges of hiring, on-boarding, and training a large number of temporary staff to work at vote centers, pursuing a hybrid volunteer and temporary worker model might be a cost-effective approach to fulfilling in-person service needs in a VCA model election. Under this scenario, poll workers would be provided briefer training and given simpler, more discreet responsibilities (e.g. ,greeting voters, guarding ballot boxes, and assisting with line control) than regular vote center staff would be trained to complete.

In addition to yielding cost savings, this approach would have at least two major benefits. First, maintaining a poll worker program under the VCA would continue a civic tradition that has persisted for many years in San Francisco, allowing for a direct connection between public participation and elections administration, and enhancing public involvement in civic institutions. Second, maintaining the poll worker program would allow the City to continue to provide economic and skill-building opportunities for members of the public who benefit from the poll worker program's short duration and low barriers to entry relative to longer city employment, especially for high school student poll workers.

The main drawback of implementing a hybrid temporary vote center staff/poll worker approach would be that the Department would need to facilitate two separate, simultaneous recruiting, onboarding, and training programs, one for vote center staff and one for poll workers, and develop ways to clearly delineate the different responsibilities for each of these groups. Although

this approach would add a layer of complexity to recruitment, onboarding, and training programs, the advantage of preventing the loss of the poll worker program is likely to outweigh its challenges.

## **II. Staff Training**

Prior to developing VCA training programs, the Department would need to evaluate and update most of its current election procedures and security protocols, and develop easy-to-use reference manuals and official elections forms. These steps would help ensure that any new training programs developed by the Department comply with state and local security standards, including those detailed in the California Elections Code and California Voting System Use Procedures, and reflect the necessary steps to set up and operate vote centers, process voters, and protect the integrity of vital election materials.

In recognition of the fact that development of effective staff training and intelligible reference materials would be integral components of the successful transition to the VCA, the Department would create comprehensive training programs for all staff, including vote center employees and those providing technical and compliance support. VCA training resources would cover a wide range of essential topics such as vote center set up, steps to properly assist voters and provide available services, equipment operations, as well as detailed instructions on how to safeguard ballots, equipment, and voter data at all times. VCA training curricula would need to introduce any new contingency plans designed to allow City voters to continue casting their ballots in a wide range of unexpected situations (e.g., power failure during voting hours, loss of equipment connectivity, etc.) that could potentially impact the ability of staff to maintain normal election processes.

The Department would need to develop and provide supplemental training for temporary staff serving as vote center leads. Such training would include emergency voting procedures, complicated voter-processing scenarios, monitoring the inventory of ballots and voting supplies, and coordination with roving support staff. In recent elections, the Department has been able to staff a relatively low number of vote centers with year-round staff, placing at least one experienced employee at each site, and leveraging existing IT resources to resolve any technical issues. Operating 53 vote centers under the VCA model in the same manner would not be possible, simply because the Department does not have a sufficient number of experienced employees to cover all sites. Consequently, most vote centers would be staffed exclusively with temporary staff, and providing extensive customized training to site leads would be critical to successful operation of those sites.

The Department would also need to develop separate training for Deputy Sheriffs, with a focus on expanded collection related duties such as daily retrieval and transport of voted ballots and memory cards from vote center and ballot drop-off locations to a central ballot-processing facility. In providing this training to collection officers, the Department would emphasize the importance of maintaining complete chain of custody records, with chronological, transport, collection, and transfer recorded for all voted ballots.

Finally, the Department would prepare training for its City Hall phone bank staff and roving support personnel such that they could effectively assist vote center staff in resolving any unusual situations. These support personnel would learn about emergency procedures and would be provided with copies of an Incident Response Plan designed to allow elections operations to continue in the event of any disruption in normal election services. This training would address response recovery strategies for critical processes and explain how to initiate alternate forms of communication and utilize alternate tools and facilities in the case of a natural disaster, such as an earthquake, or a human-caused disturbance, such as a protest, that might impede normal election processes.

In developing a VCA training program, the Department would incorporate multiple teaching strategies and build on the recent successes of its current poll worker and vote center staff training programs, updating its presentations, hands-on practice sessions, illustrated training manuals, and supplementary videos.

To familiarize all staff with daily opening and closing procedures, and types of services to be offered at vote centers, the Department would provide a portion of training online via a self-guided or real-time presentations – allowing staff to attend some of their training at home would reduce space, human resources, and equipment needs. To accommodate employees without access to computers at home, the Department would offer training at City Hall, most likely as a combination of self-guided and real-time presentations.

Although in recent elections, online poll worker training has proven to be a successful method for introducing Election Day duties and procedures, the Department’s in-person “equipment labs” have nevertheless remained an essential component of poll worker training. Equipment labs for vote center staff would need to provide the same opportunity, but also present a wider range of technical topics, including ballot-issuing procedures, the operation of voting equipment, printers, etc.

Although the total number of election workers to be trained would be greatly reduced in a VCA model election (approximately 500-800 temporary staff would require training versus approximately 2,500 poll workers), implementation of the VCA would nevertheless require a significant allocation of internal staffing resources to develop new training programs and materials that reflect procedures and policies for administering elections under the new model.

### **3. Location and Operation of Potential Vote Centers and Ballot Drop Off Locations**

#### **I. Vote Center Placement and Operation**

If San Francisco were to adopt the VCA elections model, the Department would need to replace 588 neighborhood polling places with approximately 53 vote centers. Although there would be fewer in-person voting sites, each vote center would be open for service before Election Day and could serve any voter in the City.

More specifically, the VCA includes ratios to be used by any adopting county in determining the minimum required number of vote centers based on the number of registered voters in that jurisdiction 88 days before Election Day. Based on the number of registered voters in San Francisco as of the time of this writing (511,474), the Department would need to provide at least 11 vote centers starting 10 days before Election Day (1 per 50,000 voters for at least 8 hours each day), at least 53 vote centers during the last 4 days of the voting period (1 per 10,000 voters for at least 8 hours a day), and at least 53 vote centers on Election Day (1 per 10,000 voters from 7 a.m. to 8 p.m.).

Beyond complying with the VCA’s vote center ratio, the Department would continue to operate its main vote center at City Hall, which has traditionally opened 29 days before Election Day. Continuing to operate the City Hall Vote Center for all four weeks of the voting period would allow the Department to provide consistent service to any voters who choose to register to vote, update registration, vote in person, or pick up ballots through the duration of the voting period.

In selecting each vote center location, the Department would consider specific criteria listed in CAEC §4005(a)(10)(B). Such criteria include the proposed site’s proximity to 1) public transportation, 2) communities with low vote-by-mail usage, 3) population centers, 4) language minority communities, 5) voters with disabilities, 6) communities with low car ownership, 7) low-income communities, 8) communities with historically low voter registration, and 9) geographically isolated communities,

as well as 10) access to free and accessible parking, 11) voter travel time, 12) in-person ballot drop-off alternatives, 13) traffic patterns, and 14) the feasibility of mobile vote center deployment.

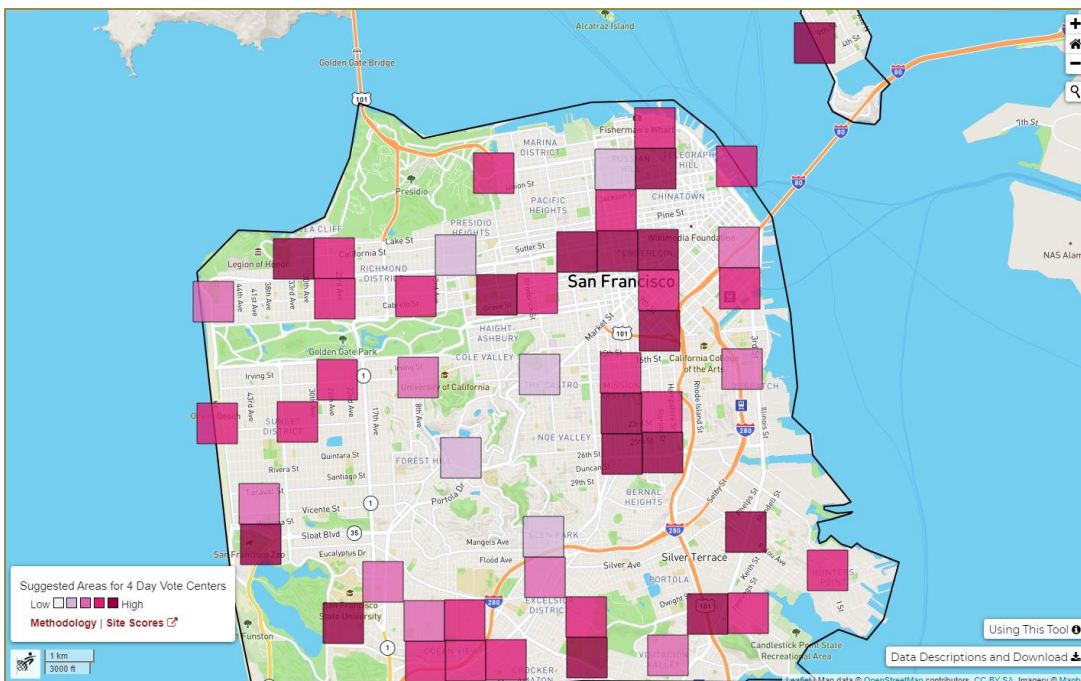
Given that the VCA requires all transitioning counties to develop their VCA Election Administration Plan (EAP) in consultation with the public, the Department would involve members of various communities in the vote center selection process and consider any additional factors revealed during that collaborative process, in addition to the criteria specified by the code.

In undertaking simultaneous evaluation of all vote center placement criteria and identification of potential sites, completed in cooperation with a number of local partners, officials, and interested members of the public, the Department would employ a multi-step process through which all relevant data would be collected, organized, and presented in an equitable, efficient, and transparent manner. Such a process would include: 1) a consideration of City areas for placement of vote centers, 2) an evaluative audit of all existing polling places, 3) a research of new potential locations, 4) the creation of a series of thematic, color-coded maps reflecting data relevant to the placement criteria required under the VCA, 5) the incorporation of additional factors based on public feedback, 6) the tentative ranking and selection of vote center site locations, and 7) the inclusion of the tentative site list into the draft EAP.

### a. Technological Tools

In identifying the City's vote center locations, the Department would use a tool made available by the Center for Inclusive Democracy (CID). The CID has compiled many demographic data of the electorate in California, including the City and County of San Francisco, and incorporated that data into an online *California Voting Location Siting Tool* that can be viewed at <https://ca.cidsitingtool.org>. This tool has been designed to aid county elections officials in identifying optimal voting locations, suggesting areas for placement of vote centers based on the demographic data the VCA requires elections officials to consider.

For reference, the screenshot below shows the tool's 53 suggested vote center locations for San Francisco, based on the data already incorporated into the tool:



In addition to choropleth maps reflecting each of the VCA criterion that could be generated by the CID siting tool, the Department would also develop and make publically available custom layered maps, showing specific combinations of the VCA criteria as well as a “master vote center placement map” which layered all 13 legally required criteria onto one map. Such a master vote center placement map would allow the Department to rank all potential sites both graphically and numerically, a strategy that would aid in facilitating public input on potential sites during collaborative planning process.

#### **b. Availability of Private and Public Sites**

Although technological tools such as the CID siting tool could provide an efficient way to assess the vote center placement suitability of different areas and neighborhoods in the City, such tools are not designed to identify specific buildings. Consequently, the Department would need to conduct an extensive research of potentially suitable buildings across the City, focusing on three characteristics: 1) lease availability (in the 1-2 week period before Election Day), 2) layout and square footage, and 3) proximity to accessible and free parking.

The Department would begin such a research by considering all sites previously used as polling places, including both public sites, such as schools, libraries, recreation centers, firehouses, etc. and private sites, such as shops, residential garages, apartment lobbies, places of worship, etc.

The Department anticipates that it would not be practical for most private property owners, who have allowed the Department to operate polling places in their properties on past Election Days, to host election related activities for the one or two week periods mandated by the VCA. Compounding the issue of availability are the facts that 1) most private sites are relatively small and 2) most sites have limited or no parking.

With these constraints in mind, the Department anticipates that most vote center sites would need to be located in government or public buildings, such as those owned or operated by the San Francisco Unified School District (SFUSD), the City College of San Francisco (CCSF), the San Francisco State University (SFSU), the San Francisco Recreation and Park Department (SFRPD), the San Francisco Public Library (SFPL) sites, and other city and state owned facilities.

Although the Department has developed successful, one-day polling place lease relationships with a large number of local governmental agencies over the years, it is likely that securing many of the same sites for longer periods as vote centers would prove challenging, as this would have a much greater impact on agency operations.

#### **c. Minimum Square Footage**

In addition to being available during the appropriate periods, facilities chosen to serve as vote centers would need to be large enough to allow Department staff to safely and efficiently process a large number of voters. Based on the initial research, the Department estimates that, to accommodate six check-in/ballot issuing stations, 24 voting booths, and all necessary voting equipment, each vote center site would need to be located in a facility with at least 1,000 square feet.



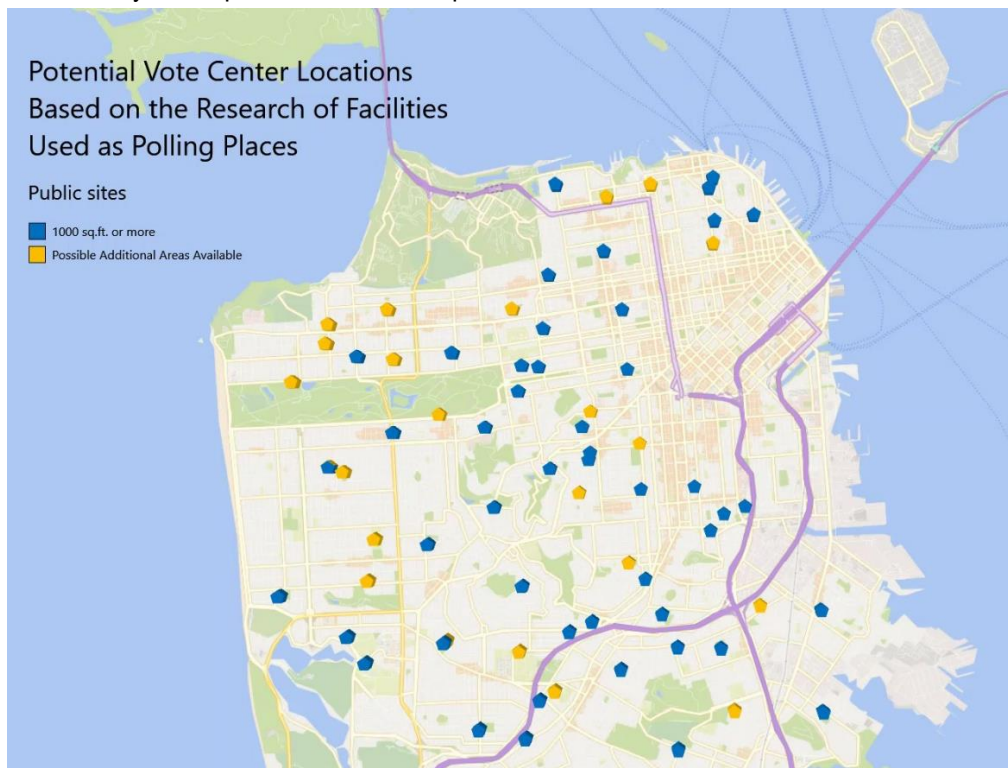
Of the 588 polling place sites used in the November 3, 2020 election, only 47 sites have voting areas larger than 1,000 square feet:

| Facility Contact | Number of Sites |
|------------------|-----------------|
| CCSF             | 1               |
| SFRPD            | 11              |
| SFPL             | 2               |
| SFSU             | 1               |
| SFHA             | 1               |
| SFUSD            | 30              |
| UCSF             | 1               |

Additional 23 polling place sites may have spaces large enough to serve as vote centers (smaller rooms have been used at these sites in the past, but other larger areas are available in the buildings):

| Facility Contact | Number of Sites |
|------------------|-----------------|
| CCSF             | 1               |
| SFRPD            | 7               |
| SFUSD            | 15              |

The map below illustrates the geographic distribution of the 70 suitable sites identified through the Department’s research, with notably fewer potential sites in Supervisorial Districts 4, 6, 9, 10, and 11.



#### **d. Availability of Accessible Parking**

In addition to being available and being large enough, vote center facilities would ideally be located adjacent to ADA accessible on-site parking. Based on the Department's initial research, of the 70 sites shown on the map above, only nine have on-site parking, with only five sites providing ADA compliant parking. (A review of all 588 polling place sites, including those likely to be unavailable for the VCA requisite periods or simply too small to serve as vote centers, revealed that only 23 have on-site ADA compliant parking.)

Another option that the Department could consider would be securing temporary street parking near vote centers. Under Title II of the ADA, any service provided as part of a public program must be ADA accessible, which means that, if San Francisco's vote centers provided parking, they would have to provide ADA compliant parking. Such parking must be located on ground with a less than 2% grade in all directions.

According to the Department's initial research, only five of San Francisco's 588 polling place sites might be suitable to serve as vote centers, be available during the requisite periods, be large enough to accommodate a flow of voters, and ADA accessible. Given that the majority of polling place sites have ADA accessible pathways but do not have ADA accessible parking, the Department anticipates that locating sites with ADA accessible parking facilities would prove even more challenging than finding sites that satisfied other criteria.

#### **e. Community Feedback on Vote Center Placement**

Given that CAEC §4005(a)(4)(D) requires vote centers to be "equitably distributed across the county so as to afford maximally convenient options for voters", and given that the number of sites required for the earlier voting period is already equal to the number of San Francisco's Supervisorial Districts, the Department would begin with a tentative plan to operate one vote center in each of these 11 Supervisorial Districts, adding several more sites in each district to achieve an equitable distribution of 53 in-person voting sites across the City for the latter part of the voting period.

To ensure a maximally equitable and transparent vote center placement process, one in which all public feedback is adequately addressed, the Department would engage a demographically diverse group of participants, inviting City residents and local community leaders to comment on proposed locations and suggest alternatives. In addition to holding a series of public meetings and working closely with members of the Language Accessibility Advisory and Voting Accessibility Advisory Committees, the Department would also develop and make available an online *Vote Center Location Selection Suggestion Form*, allowing any interested members of the public to submit feedback on proposed locations and site preferences.

Were the City to adopt the VCA elections model, this period of demographic and geographic analysis would begin immediately after the Department researched and compiled a tentative list of vote center sites, with public outreach and responsive revisions of the site list completed simultaneously, all over a period of approximately 4-5 months. The final EAP plan, as approved by the SOS and posted on the Department's website, would list the 53 locations identified by the Department as most suitable for use as vote centers as well as locations of alternative sites, to be used as "backup" options in the event the best sites become unavailable.

#### **f. Vote Center Layouts**

In designing vote center layouts, the Department would strive to ensure that each site allowed for optimal processing flow while providing ample space for private ballot-marking areas. To this end, all vote center layouts would incorporate the four

main steps of the voting process: 1) check-in/registration, 2) ballot-issuing, 3) ballot-marking, and 4) ballot drop-off. Voters whose records could not be found in the voter registration database in the first step of the process would be redirected to a designated conditional registration processing station.

Although the exact layout of each vote center would be customized with that site's size and structural characteristics in mind, the Department would also develop general, ADA compliant layout guidelines to be applied to all 53 vote centers. To assist staff with setting up vote centers while adapting to the specific features of each location, the Department would create 53 site-specific diagrams, with recommended placements for check-in stations, voting booths, voting equipment, and ballot drop-off boxes, as well as easy-to-read signs to guide voters through the voting process.

Given that each vote center would need to serve a neighborhood previously served by approximately 10 polling places, the Department would ensure adequate space for, a minimum, six check-in/ballot issuing stations, three accessible ballot-marking devices, and 24 voting booths at each vote center. During the VCA planning phase, layouts for sites in neighborhoods with historically high voter turnout (e.g., the UCSF campus), would be modified to include additional processing stations, voting equipment, booths, and ballot boxes.

Each vote center would also be supplied with a set of multilingual signs indicating that site's hours of operation, the types of service available to voters, the languages spoken onsite by bilingual staff, and the accessible voting tools available.

#### **g. Security and Continuity of Operations**

The Department would undertake all necessary planning steps to ensure the confidentiality, integrity, and security of voter data, voted ballots, and other vital materials at all vote centers. To this end, the Department would develop a VCA Physical Security Plan explaining all of the relevant standards and procedures to be used by staff charged with safeguarding ballots, equipment, voter data, and facilities used as vote centers.

The Department would also develop a VCA Incident Response Plan designed to maintain elections operations in the event of potential disruptions such as fire, protest, or earthquake.

Both plans would need to be developed with careful consideration of and strict adherence to all security related elections laws and regulations in order to preserve the integrity of the City's free, fair and functional election processes. Both plans would be paramount to enabling the Department to overcome any potentially disruptive incident involving voting equipment, key personnel, or database connectivity, ensuring uninterrupted voting across the City.

The integrity of every election depends on the physical security of voted ballots, voting equipment, and other vital election materials, and given that this physical security in turn depends on the reliability and competence of the personnel handling of these vital items, the Department would thoroughly train all staff assigned to work at vote centers as well as those who would provide technical support, on all security procedures. Among other topics, staff would learn how to document chains of custody of all vital election materials and how to maintain critical processes in circumstances that could impede normal election processes.

## **II. Ballot Drop-Off Box Placement and Type**

Were San Francisco to transition to the VCA elections model, vote centers would not be the only in-person ballot return locations. CAEC §4005(a)(1)(A) requires any voter also be able to return their vote-by-mail ballot to one of the ballot drop-off locations and provides a ratio for determining the number of such locations. Based on the number of registered voters in San Francisco as of the time of this writing (511,474), the Department would need to provide at least 35 ballot drop-off locations

(1 per 15,000 voters open during regular business hours, with one drop-off location open at least 12 hours per day) starting 28 days before Election Day.

Given that these 35 ballot drop-off sites would need to be located with CAEC §4005(a)(10)(B) criteria in mind, the same criteria used to select vote center locations, the selection of ballot drop-off sites would be completed in tandem with the vote center placement process, using parallel structural and equity criteria, and extensive public feedback.

Although the VCA does not specify the exact type of ballot drop-off boxes participating jurisdictions must use at selected locations, state law describes two main types: staffed and unstaffed boxes. Per California Administrative Code (CAC) §20131, a staffed drop box is “a drop box or a secure ballot container placed in a location that is in view of a live person who is employed at the location of the drop box, a city or county employee, or a temporary worker or volunteer retained for the purpose of monitoring the drop box”, while an unstaffed drop box is “a secured drop box that is not within view of a live person for monitoring and is available for use by a voter 24 hours a day”. State law also provides guidance on how to properly assist voters at these sites and how to safeguard and transfer voted ballots from the boxes to a central ballot-processing location.

Both staffed and unstaffed ballot box models have their own set of advantages and disadvantages, which are briefly described below.

#### **a. Staffed Ballot Drop-Off Boxes**

The main advantage of using staffed ballot drop-off boxes would be that Department personnel could provide assistance to people dropping of voted ballots. Staff could provide personal assistance in multiple languages, offer replacement ballot return envelopes and/or “I voted!” stickers, remind voters to sign and seal their ballot envelopes, direct voters to vote centers as necessary, and answer frequently asked questions. Staff working at ballot drop-off sites could also monitor security and capacity of ballot boxes during their shifts, and report to the Department if any issues arose.

With regard to disadvantages of using staffed boxes, in addition to the fact that staffed boxes would not be available to voters 24 hours a day, maintaining a staffed ballot box model would lead to significant expenses.

For security reasons, the Department would need to assign 2-4 staff members to serve voters at each ballot drop-off location during regular business hours. In addition, staff members would need to remain onsite each day until custody transfer of voted ballots had been completed and the site had been closed.

In preparing staffing schedules for ballot drop-off locations, the Department would need to factor in the staff time required to set up and break down sites each day as well as the need to schedule roving support personnel to assist as needed, provide coverage for unexpected staff absences, and communicate with Department staff at City Hall regarding any issues. The Department would also incur additional costs either to rent an overnight storage space near each site or to rent vehicles to transport necessary materials to and from each location on a daily basis. Finally, the Department would incur some additional costs to reserve parking at ballot drop-off box sites for supply delivery and retrieval, and to provide restrooms (porta potties) for staff at any sites lacking those amenities.

#### **b. Unstaffed Ballot Drop-Off Boxes**

The main advantage of using unstaffed ballot drop-off boxes would be that voters would be able to return their ballots at any time beginning 28 days before Election Day. Such 24/7 service would be convenient to voters and would greatly simplify outreach messages about ballot return options. Although voters would not be able to receive in-person service at unstaffed

sites, the Department would encourage voters to contact the Department by providing signs with its toll-free multilingual voter support line. These signs could also remind voters about avoiding common mistakes, such as the failure to sign or seal a ballot return envelope.

Per CAC §20132, unstaffed ballot drop-off boxes must meet several criteria and be durable and secure enough to withstand “vandalism, removal, and inclement weather”, utilize clearly identified water-resistant and tamper-free ballot insertion slots, be clearly and visibly marked as an “Official Ballot Drop Box” in all required languages, and have a “distinct color” and a “no-glare finish.” The Department anticipates that purchasing code-compliant ballot drop-off boxes would be a relatively expensive investment, especially in the year of the first VCA election.

For unstaffed ballot box model, the Department would also need to secure an interdepartmental service agreement with the Department of Public Works (DPW) to facilitate the permitting and installation of boxes at sites per CAC §20135, which requires that unstaffed boxes “be securely fastened in a manner as to prevent moving or tampering, for example, fastening the drop box to concrete or an immovable object.”

While the unstaffed ballot drop-off boxes would not incur high onsite staffing costs, there would still be some human resources costs involved. More specifically, the Department would need to schedule at least one roving support staff to conduct regular site visits during the voting period to assess and address unexpected issues (e.g., graffiti, unscheduled street closure, temporary obstruction blocking the path of travel, etc.), and would also need to schedule several personnel on Election Night to ensure that all drop-off boxes were locked at exactly 8 p.m. (to prevent voters from casting their ballots after the polls had closed across the City). Due to the lower level of human resources costs, the City would be more likely to see cost efficiencies in the second or third VCA model election using an unstaffed ballot drop-off box model than for a staffed model.

Regardless of the type of ballot drop-off box used, the Department would need to abide by a number of local and state laws that set requirements for collecting and safeguard voted ballots. For example, the San Francisco Charter §13.104.5 charges the Sheriff with responsibility “for transporting all voted ballots and all other documents or devices used to record votes from the polls to the central counting location and approving a security plan for the ballots until the certification of election results.” Accordingly, the Department would need to work with the Sheriff’s Department to regularly retrieve voted ballots from ballot boxes and transport them to a central ballot-processing site.

## **4. Voting Equipment and Capacity**

### **I. New Voter Processing Technology**

Were the City to transition to the VCA elections model, any eligible San Francisco voter would be able to receive and/or cast a ballot at any vote center in the City, regardless of the voter’s residential address.

To facilitate a voter check-in process, vote center staff would need to be able to access current voter registration data to check each voter’s registration status, precinct number, and recent voting history, and then issue a ballot listing contests appearing in the voter’s precinct, as determined by the combination of voting districts.

To ensure efficient and secure processing of voters at any vote center, the Department would need to supply each vote center with the new voter processing technology that has not been available at polling places: Electronic Poll Books and Ballot on Demand Printing System.

### **a. Electronic Poll Books**

Under the current polling place model, the Department supplies each polling place with a paper roster which lists the names and addresses of all registered voters within the polling place's precinct boundaries, along with notes about each voter's language preference, VBM ballot receipt/return status, and whether the voter needs to supply a form of identification to comply with requirements of the federal Help America Vote Act. On Election Day, poll workers use these paper rosters to check in voters and determine whether each voter is eligible to vote a standard or provisional ballot.

When the paper roster lists a voter as properly registered in the precinct, the voter can be issued a standard ballot. However, if the poll worker finds the voter is not listed on the precinct roster (which could indicate they are not registered anywhere in San Francisco), the voter is issued a provisional ballot instead. The reason for voting provisionally is twofold: first, because poll workers do not have access to voter registration data and cannot check the voter's eligibility or voting history status, and second, because the voter uses a ballot designed for residents of a different precinct and only the contests in which the voter was eligible to vote can be counted.

Under the VCA elections model, traditional paper rosters with their limited and static voter information would become obsolete. To facilitate voter processing at vote centers, the Department would seek to purchase electronic poll books (E-Poll Books), replacing paper rosters.

An E-Poll Book is the combination of electronic hardware and software used to facilitate the secure electronic transfer of data between vote centers and local voter registration database, the Election Information Management System (EIMS.) EIMS exchanges information with VoteCal, the statewide voter registration database that, in turn, interacts and exchanges information with other California county election management systems and other state systems that hold information from the Department of Corrections and Rehabilitation, the Department of Public Health, and the Department of Motor Vehicles.

Using E-Poll Books, vote center staff would be able to determine whether each voter was eligible to participate in the current election and, if so, which ballot type the voter should receive. As a part of this process, the staff member would verify the voter's registration data, including name, address, date of birth, preferred language, party preference, and precinct, and check the voter's statewide ballot issuance and return status – all in real time since voter data would be updated continuously. (For security reasons, E-Poll Books do not store driver's license or social security numbers.)

The implementation of E-Poll Book based voter check-in process would allow the Department to operate multiple E-Poll Book check-in stations at each vote center. (This would be in contrast to the current process, under which each polling place is provided with a single roster and poll workers can consequently only process one voter at a time.) As voters arrive at a vote center, they would be able to choose from any available check-in stations. Once a voter reaches an E-Poll Book Clerk, the Clerk would be able to type in the voter's information, find a match, and ask the voter to sign the E-Poll Book digitally to confirm their identity before issuing a paper or accessible ballot.

In addition to providing the benefit of multiple check-in stations, E-Poll Books would allow vote center staff to process voters in line and/or to "dequeue" any voters with questions or needing special assistance which might otherwise slow down the check-in process.

The Department estimates it would need to deploy approximately 8-12 E-Poll Books at each of the City's approximately 53 proposed vote centers, for a total of 450-500 E-Poll Books. While the purchase of E-Poll Books would be a significant one-

time expense, this technology is critical to the successful delivery of services in VCA model elections, creating a better voting experience for voters and facilitating an efficient process for vote center staff.

Protecting voter data would be the primary focus of any security protocol developed by the Department to safeguard E-Poll Books. Such a protocol, designed with both physical and digital security in mind, would contemplate multiple security layers and would include procedures and forms developed for E-Poll Book handling, storage, functionality, and keeping chain of custody records.

To support the functioning of E-Poll Books, the Department would need to provide a cellular access point device, such as Cradlepoint, with at least two different cellular provider connections for failover, at each vote center. Prior to delivery of E-Poll Books to vote centers, Department IT staff would securely configure and preload voter registration data on E-Poll books. At vote centers, staff would then use the E-Poll Books to connect to the internet via Cradlepoint and communicate securely with the vendor's central server. E-Poll Books would then sync all subsequent changes to voter data via that server, which would communicate securely with the local EIMS registration system via an API, hosted inside the City network.

To protect the physical security of this technology, every E-Poll Book would be stored each night in a secure locked case, placed inside a secondary secured locked cage, with strict lock and key access procedures. In addition, all E-Poll Books would be programmed to allow only an authorized user to log in using a secure, monitored, logged, and auditable connection.

Department technical support staff stationed at City Hall would be able to utilize a central console to provide complete E-Poll book device management and monitoring capability, including patch management, data sync operations, remote deactivation, and GPS tracking.

Before utilization of E-Poll Books for any election, Department staff would conduct an extensive testing to verify and document the readiness of each E-Poll Book prior to its use at a vote center.

Additionally, any E-Poll Books used in California must have passed the rigorous certification rules set by the California of Secretary of State (SOS) and have been certified for use in California by the SOS. Currently, three vendors provide E-Poll Books certified in California.

#### **b. Ballot on Demand Printing System**

For every election, the Department produces the official ballot in different ballot types, with each type presenting a different combination of contests and being available in three bilingual versions and accessible formats. The number of ballot types in San Francisco ranges from 11 to approximately 40, depending on the contests appearing on the ballot. These different ballot types reflect two factors: first, San Francisco lies within a series overlapping federal, state, and local voting districts and voters living in different parts of the City are therefore eligible to vote in different combinations of contests, and second, state elections law requires the rotation of candidate names on ballots to mitigate the statistical advantage of a candidate's name appearing at the top of the candidate list for a contest.

Under the current polling place model, the Department supplies each polling place with pre-printed precinct-specific ballots of a single ballot type. Per §CAEC 14102, the number of ballots provided to each polling place must be greater than or equal to 75% of the number of registered voters in that precinct, with voter political party preferences considered in primary elections and voter language preferences considered in all elections. Since San Francisco's official ballots are bilingual (printed in

English and Chinese, Spanish or Filipino), the Department must also provide sufficient quantities of each bilingual ballot format to each polling place to serve voters requesting ballots in a particular language.

Each polling place is designed to serve voters living within its precinct; voters from other precincts must cast provisional ballots so that the Department can determine which contests, if any, can be counted (for example, if a voter living in Supervisorial District 5 votes at a polling place stocked with ballots presenting the Supervisorial District 10 contest, the selection in that contest cannot be counted since the voter was not entitled to vote in it). Under the VCA elections model, vote centers serve all local voters and stock a complete inventory of all ballot types for any given election.

Conducting an election under the VCA would require the Department to provide approximately 53 vote centers, each being able to furnish the correct ballot for any voter in San Francisco. Under this new election model, continuing to rely on an inventory of pre-printed paper ballots would be impractical, as vote centers would need to have very large quantities of pre-printed ballots on hand in all types and all languages, and the costs of printing, organizing, delivering, storing, and destroying unused ballots would likely be very high.

To successfully implement the VCA elections model, the Department would need to provide ballot on demand (BOD) printing technology, which is capable of printing any ballot type in any language, as well as small quantities of backup paper ballots at each vote center.

A BOD printing system consists of a printer, laptop, and software. The software loaded onto the laptop holds PDF ballot images of all ballot types and languages, for a given election, enabling vote center staff to print the correct ballot for every voter visiting the site.

All ballot PDFs stored on the laptop for printing are encrypted and can only be printed via the BOD software on the BOD printer. The BOD software generates a timestamped audit log of all system activities, including printing activity by each vote center staff.

Access codes are required for BOD system access during equipment preparation, testing and operation. These safeguards cannot be bypassed or deactivated during system installation or operation, maintaining the integrity of the election data and audit record.

Any BOD printing system used in California must have passed the rigorous certification rules set by the California Secretary of State (SOS) and have been certified for use in California by the SOS.

The Department would also need to seek approval of the SOS to use a BOD system in San Francisco. To seek the approval, the Department would be required to complete and submit an *Application for Jurisdictional Use of a Ballot on Demand Printing System*, describing 1) the ballot on demand system to be used; 2) the voting system in use by the county; 3) the process via which ballot cards would be printed; 4) whether ballots would be printed one at a time or in batches; and 5) the structure of any networked connections to the registration database or E-Poll Books. Completing this application would also require the Department to detail its planned policies and procedures related to secure transmission of ballot images and data; password rules; physical locking mechanisms and protection for devices and ballot paper; daily accounting for all types of ballots in use; chain of custody forms; and verification that every voter would receive a ballot of the correct type.

Dominion Voting Systems from which the Department currently leases the voting system to conduct elections in San Francisco provides BOD printing system that has been certified by the SOS. When the Department negotiated its current voting system



lease contract, Dominion Voting Systems agreed to support the City if the City were to transition to conducting elections under the VCA model. As such, assuming the SOS approves the Department's application for the use of BOD system, the Department would be able to use Dominion's BOD printing system under the terms of the current contract.

## **II. Voting Equipment**

Under the current polling place model, the Department provides two pieces of voting equipment at each polling place: an accessible ballot-marking device (BMD) and a ballot-scanning machine (BSM). While, to facilitate accessible voting in VCA model elections, state elections law would require the Department to provide BMDs at vote centers, the law does not address whether or not the Department would need to provide BSMs.

Since the VCA explicitly discusses BMD requirements but is silent with regard to BSM requirements, California counties adopting the VCA must decide whether to tabulate standard ballots at vote centers or use central ballot tabulation. Consequently, different VCA participating counties have provided different standard ballot casting options at vote centers, with the counties of Fresno, Glenn, Mono, Santa Clara, Shasta, Siskiyou, Tehama, and Tulare providing BSMs and the counties of Sacramento and San Mateo directing voters to place their ballots into secure ballot boxes for later tabulation at a central location.

In other words, in a VCA model election, the Department would have two options: 1) provide BSMs to facilitate an on-site ballot tabulation at vote centers (the process currently established at polling places), or 2) forgo BSMs and instead collect voted ballots in secure ballots boxes for tabulation at the Department's ballot processing location (the process currently established at the City's voting centers).

### **a. Ballot-Marking Devices**

A ballot-marking device (BMD) provides any voter with an autonomous voting experience; the BMD user can mark a ballot using a touch screen, audio tactile device (ATI), or their own portable assistive aid, such as a "Sip and Puff" or paddle selection device. The size of the BMD's screen font can be changed, its default contrast can be switched to a white on a black background, and an ATI can be used to navigate, mark, and review a ballot.

The ATI unit is equipped with a volume-controlled audio voting component that allows voters to listen to their ballot, adjust the pace of speech (if needed), and make their choices. The ATI also has a full range of buttons for navigation with corresponding brail descriptions and inputs for "Sip and Puff" or paddle selection devices.

A key security feature of the BMD is the device produces a paper ballot, which supports end-to-end auditability from paper ballot to tallied cast vote record. After marking a ballot on a BMD, a voter prints and then casts their marked paper ballot.

Per CAEC §4005, the Department would provide each vote center in a VCA model election with a minimum of three BMDs and might provide additional devices at certain sites, based on voting area size and voter needs. All BMDs would be programmed with all of the City's ballot types and languages, allowing any local voter to mark the appropriate ballot at any vote center.

Under the current contract with Dominion Voting Systems, the Department leases a sufficient number of BMDs to supply all vote centers in the City, as well as back up units, in full compliance with the provisions of the VCA.

## **b. Ballot-Scanning Machines**

A ballot-scanning machine (BSM) allows a standard voter to scan their ballot after marking the ballot at an in-person voting site. If a BSM detects any irregular marks (e.g., two selections in a Choose One contest), a warning message appears on the screen in the voter's preferred language, prompting the voter to CAST the card as is or RETURN the card for correction.

BSMs also tally and store cast ballot cards and vote data, with physical ballot cards stored in the machine's secure bin and vote data along with ballot card images in the machine's memory cards. After the close of the polls on Election Night, both voted ballots and memory cards from BSMs are securely transported to the Department. Department staff then upload the results from memory cards and include vote cast data in the preliminary elections results released on Election Night.

BSMs cannot be used by provisional voters or those dropping off VBM ballots, who must instead enclose their ballots in ballot return envelopes before depositing these envelopes into secure ballot boxes for later processing, scanning, and tallying in accordance with state elections law.

Under the current election model, the Department provides a BSM at every polling place.

Under the VCA elections model, were the City to decide not to offer BSMs at vote centers, then all voters (vote-by-mail, provisional and standard) would deposit their marked ballots into sealed and secured ballot boxes for later scanning and tallying at the Department's central ballot processing location. Although eliminating BSMs would have the advantages of being cost efficient, it would provide for a different voting experience for voters who have traditionally voted at the polls. Specifically, standard voters would no longer be able to observe their ballots being tabulated on site or be alerted to any ballot marking errors that would otherwise be identified in the scanning process by the BSM.

Were the Department to provide BSMs at vote centers, the Department would incur additional costs resulting from testing, deployment, and support of a large number of BSMs, increased staffing at each vote center (one staff member would need to be stationed near the BSM to prevent voters with VBM or provisional ballots inserting their ballot cards into the machine), and securing services of Deputy Sheriffs to collect memory cards from each vote center and transport them to the Department every day on which vote centers are open. Providing BSMs at vote centers would also introduce complexities in voter processing for vote center staff due to variations in ballot casting methods among VBM, provisional and standard voters.

Were San Francisco to transition to the VCA elections model, the Department would work with its community partners, including the LAAC, the VAAC, the Office of Racial Equity and other City departments and agencies with an interest in elections procedures, before making a final decision regarding the deployment of BSMs.

## **5. Ballot Collection and Processing**

### **I. Ballot Retrieval Personnel and Protocols**

Were San Francisco to transition to the VCA elections model, any voter could choose to return their VBM ballot either by mail or by delivering it to one of the City's approximately 35 ballot drop-off boxes or approximately 53 vote centers. Voters would also be able to visit any vote center to cast a ballot on site. In accordance with CAEC §4005, the Department would make all ballot drop-off boxes available 28 days before Election Day, open approximately 11 of the City's vote centers 10 days before Election Day and the remaining 42 vote centers 3 days before Election Day, with all sites remaining operational through the close of polls on Election Night.

To ensure secure and efficient transfer of voted ballots from all drop-off boxes and vote centers to the Department throughout the entire voting period, the Department would develop new ballot retrieval and transfer of custody protocols. Such protocols would be based on the current protocols for retrieving ballots from polling places on Election Night, but designed to span several weeks of activity, rather than only several hours on a single day. When developing these new protocols, the Department would need to comply with state and local election law that governs how ballots and vote count data must be collected, safeguarded, and reconciled.

Under the VCA elections model, the ballot retrieval and transfer protocols would need to comply with California Administrative Code (CAC) §§20131 and 20137, which require designated ballot retrievers to be “authorized county employees, representatives, poll workers, or vote center workers, authorized by the elections official to retrieve ballots from drop boxes, or temporary workers or volunteers retained and authorized by the elections official to retrieve ballots from drop boxes” and to work in pairs, wear identification badges, and be sworn in on the state constitution.

More specifically, the ballot transfer protocol would need to comply with San Francisco Charter §13.104.5, which charges the Sheriff with responsibility “for transporting all voted ballots and all other documents or devices used to record votes from the polls to the central counting location and approving a security plan for the ballots until the certification of election results.” In other words, in San Francisco, in a VCA model election, Deputy Sheriffs would maintain the responsibility for retrieving voted ballots from drop-off boxes and vote centers and transporting the ballots to the Department according to the schedule and custody transfer protocol set by the Department. (If the Department were to provide ballot-scanning machines at vote centers, as described in *Section B. 4. II. Voting Equipment*, then Deputy Sheriffs would also need to transport memory cards from the machines at the end of each day any vote center was open.)

While Deputy Sheriffs would need to complete a ballot retrieval process at all vote centers daily, after the sites close, the schedule for collecting ballots from drop-off boxes would depend on the type of boxes used in San Francisco. If staffed boxes were to be used (a person is employed at the location of the drop-off box to monitor the box), then Deputy Sheriffs would need to collect ballots from such boxes daily, shortly after the sites had been closed. If unstaffed boxes were to be used (a secure drop-off box is installed at the location and is available for use 24 hours a day), then Deputy Sheriffs would be required to collect ballots from such boxes every four days, up through ten days before Election Day, and then every day after that.

The number of sites from which ballots would need to be collected, combined with the fact that a secure ballot collection process would need be completed regularly across the City over 28 days rather than only on a single day (Election Day), would necessitate the Department to expand the scope of its interdepartmental service agreement with the Sheriff's Department.

Under the current polling place model, the Department secures services of approximately 115 Deputy Sheriffs, each charged with retrieval of voted ballots from approximately five polling places on Election Night.

Under the VCA elections model, the Department would need to seek services of fewer Deputy Sheriffs but for a longer period. Based on the Department's initial estimate, to retrieve ballots from vote centers, the Department would require services of three Deputy Sheriffs starting ten days before the election, adding additional 11 Deputy Sheriffs starting three days before the election. To facilitate the retrieval of ballots from drop-off boxes, the Department would require assistance of approximately nine Deputy Sheriffs during a 28-day period.

To facilitate timely and secure retrieval of ballots from each location, the Department would develop and provide to Deputy Sheriffs a daily schedule for ballot collection at each site as well as procedures and forms for maintaining complete and chronologically accurate chain of custody records for all ballots transferred from vote centers and ballot drop-off boxes to the Department. All such transfers would need to be witnessed on a *Ballot Custody Transfer Form* by both Deputy Sheriffs and Department personnel.

#### **a. Ballot Collection Center**

Under the current polling place model, the Department organizes two collection centers on Election Night to facilitate deliveries of memory cards by Municipal Transportation Agency (MTA) officers and voted ballots and other vital election materials by Deputy Sheriffs: 1) a Data Collection Center to receive memory cards at City Hall's McAllister Street entrance, and 2) a Processing Center to receive voted ballots, rosters of voters, and other vital election materials at the Department's warehouse at Pier 31.

In recent elections, the Department assigned approximately 80 staff members to perform a number of tasks at its collection centers, including directing traffic, unloading vehicles, maintaining custody transfer records, and organizing all of the materials delivered by hundreds of MTA officers and Deputy Sheriffs. Successfully completing these activities requires a great deal of internal planning and coordination, as well as cooperation among poll workers, Department staff, and ballot collection officers, to ensure the "one night event" goes as planned and there are no delays in either the transport or processing of voted ballots.

Under the VCA elections model, the Department would develop new processes and procedures for a ballot collection center that would need to be staffed and operational beginning the first week of the early voting period and remain open up through Election Day. Such a multi-day collection center could potentially be located at City Hall, the Department's warehouse, or a leased location. If the collection center were located outside of City Hall, the Department would need to seek additional services from the Sheriff's Department to provide security during daily transport of vote-by-mail (VBM) ballots from that collection center to City Hall for processing.

Additionally, the Department would also develop and implement procedures for the daily reconciliation of ballots delivered to a ballot collection center from all of the City's vote centers and ballot drop-off sites.

## **II. Ballot Processing**

In a VCA model election, the Department would need to process VBM, provisional, and standard ballots and most of the Department's current ballot processing procedures would remain in effect. Consistent with the current observation options provided by the Department, interested members of the public would be able to observe ballot processing in-person at the Department's facilities or via live-stream on [sfelections.org](http://sfelections.org).

### **Vote-By-Mail Ballot Processing**

In a VCA model election, VBM ballot processing would continue to be comprised of four steps: 1) envelope scanning, 2) signature comparison, 3) ballot card extraction, and 4) ballot card scanning. Per CAEC §15101, the Department would commence processing VBM envelopes by completing the first two steps as soon as the first ballots were returned by voters after being mailed out 29 days before Election Day. Per the same code section, the Department would proceed to complete the last two steps beginning 15 days before Election Day, and tabulate and release preliminary election results after the close of polls on Election Night.

### 1) Envelope scanning

To increase the efficiency and accuracy with which VBM ballots are processed, the Department utilizes voter ID barcodes printed on all official VBM return envelopes. Upon receipt of VBM envelopes, Department staff scan these barcodes using the Agilis Ballot Sorting system. The information from each barcode is then linked in the Election Information Management System to the record of the voter to whom the ballot was issued, and the record is updated to indicate the ballot has been returned. During this process, the voter's signature on the outside of the return envelope is also scanned and added to the voter record; if the barcode is unreadable, the envelope is diverted by the Agilis system for manual review.

### 2) Signature comparison

Next, Department staff use a multi-stage process to review and compare the signature scans created in the first processing step with voters' signatures on file. If a signature image compares to any signature on file for the voter to whom the ballot was issued, the ballot envelope is accepted. If not, the voter's ballot must be challenged and the voter notified. The Department's multi-stage process ensures that no ballot is challenged for a signature-related reason unless the signature image has been reviewed by three different staff members and compared to all signature images in the voter's registration record. Once a batch of envelopes has undergone scanning and signature comparison, the batch is scanned again to separate accepted ballot envelopes from challenged ballots. Accepted ballot envelopes are then transferred to the ballot extraction team.

The Department attempts to contact voters with challenged ballots using several methods. First, the Department mails out a bilingual cure form, enclosed with a postage-paid return envelope, which explains the steps the voter needs to take to remedy the issue and allow the Department to count the ballot. Second, the Department notifies the voter via the online Voter Portal, where a digital copy of the challenge cure form is made available. Finally, if the voter has an email address or telephone number on file, the Department uses that information to contact the voter again, generally within one day of the ballot being challenged. Upon receipt of a challenge cure form via mail, email, fax, or hand delivery, Department staff scan the voter's new signature sample, link its image to the voter's file, accept the ballot, and forward the ballot to the ballot extraction team.

### 3) Ballot card extraction

As noted above, ballot extraction from accepted VBM envelopes can commence 15 days before the election. At this processing step, Department staff insert accepted ballot envelopes into OPEX high-speed extractors. After ballot envelopes are processed (slit open) by the extractor, staff manually remove and flatten individual ballot cards and ready them for scanning. Throughout the extraction process, staff are instructed to protect vote secrecy by keeping the side of each ballot envelope showing voter information face down. Once extracted and readied, ballot cards are placed in boxes and transferred to the scanning team.

### 4) Ballot card scanning

Department staff use Dominion ImageCast Central (ICC) scanners to capture images of accepted ballot cards and tally vote mark selections for inclusion in official election results. When a scanner reads a valid over-vote, under-vote, blank contest, marginal mark, or write-in vote, it diverts the ballot for manual adjudication (review). In some cases, a physically damaged or irregularly marked ballot will need to be remade (copied) onto a paper ballot and then rescanned. To ensure consistent processing, both remake and adjudication tasks are completed by two-person teams using standardized and illustrated procedures.

## Provisional and Conditional Voter Registration Ballot Processing

Department staff process provisional (PV) and conditional voter registration (CVR) ballot envelopes by first entering the voter information written on the outside of envelopes into the Election Information Management System, verifying eligibility, and then completing the four steps described in the previous section. Under the VCA elections model, this process would continue to take place after Election Day. As discussed in *Section B.1.II. Services*, in a VCA model election, connectivity to the voter registration database at vote centers is likely to result in an increase in real-time voter eligibility verification and a corresponding decrease in post-election day processing of PV and CVR ballots.

## Standard Ballot Processing

Under the current polling place model, standard ballots cast at the polls on Election Day are inserted by voters into the ballot-scanning machines that store vote count data on memory cards; data from these memory cards is then uploaded, tabulated, and included in preliminary election results on Election Night.

Were the Department to provide ballot-scanning machines at vote centers in a VCA model election, the current procedures for processing standard ballots would remain in effect, although memory cards would need to be transferred by Deputy Sheriffs to the Department's ballot processing location at the end of each day any vote center was open, rather than on Election Night only. Consistent with state law, the tabulation process would still occur on Election Night.

If the Department did not provide ballot-scanning machines at vote centers, the Department would need to modify its procedures for processing standard ballots. In this case, standard voters would cast their ballots into secure ballot containers, which would be transferred by Deputy Sheriffs to the Department's ballot processing location for scanning at the end of each day a vote center was open. Again, consistent with state law, the tabulation process would still occur on Election Night.

### a. Ballot Processing Equipment and Space

The Department's current inventory of ballot processing equipment (inclusive of equipment either owned or leased), consists of the following:

- Agilis Ballot Sorting System (2)
- OPEX Ballot Extraction System (9)
- ImageCast Central (ICC) Scanners (16)
- Adjudication Workstations (18)
- Election Management System Workstations (used for results reporting/publishing) (12)

Prior to the November 3, 2020 election, in anticipation of record voter turnout and vote-by-mail ballot returns, the Department purchased additional ballot extraction equipment and expanded the capacity of its central scanners. Since the Department's ballot processing capacity was adequate for the November 2020 election, the Department does not anticipate needing to purchase any new equipment to support ballot processing in elections conducted under the VCA model.

Although the processing capacity of the Department's existing equipment is expected to be sufficient to conduct elections under the VCA model, the Department would likely need to identify additional space to relocate some of the equipment, which is typically staged at City Hall. During the November 2020 election, the Department leased a space at the Bill Graham Civic Auditorium for three months as a ballot processing center and consequently relocated some of its processing equipment from Room 59 at City Hall into that space. A similarly high volume of returned VBM ballots in a VCA model election would likely

necessitate a similar relocation, albeit to a space smaller than the area utilized at the Bill Graham Civic Auditorium, but larger than Room 59 at City Hall.

While the area inside the Bill Graham Civic Auditorium provided 44,000 square feet for the Department's ballot processing operations and proper social distancing, assuming that pandemic related health measures would no longer be required, the Department would need to seek a location with approximately 15,000 square feet to organize ballot processing in elections conducted under the VCA model. Were the Department to utilize its warehouse for ballot processing in future elections, some one-time modifications would be required to the building's electrical infrastructure, resulting in additional costs.

### **b. Reporting of Election Results**

In a VCA model election, the Department would still release a first preliminary summary report of election results, with data from the VBM ballots received and processed before Election Day, at approximately 8:45 p.m. on Election Night, just as the Department does in elections held under the current polling place model. The Department would also still release a first preliminary Statement of the Vote, reports for any ranked-choice voting contests, and Cast Vote Record data at this time. Subsequent to the first preliminary election results report, the Department would release at least one more preliminary summary report of election results, with data from standard ballots cast at vote centers.

If no ballot-scanning machines were provided at vote centers in a VCA model election, then no memory cards with vote data would be uploaded on Election Night. Since the processing of standard ballots would not begin until the following day, the second preliminary election results report described above would only include vote data from standard ballots the Department processed before Election Day and would be the last report released on Election Night.

If ballot-scanning machines were provided at vote centers, then the reporting schedule on Election Night would follow the current schedule, with multiple preliminary election results reports released as memory cards retrieved from vote centers were uploaded into the tabulation system.

As under the current polling place model, ballot processing would continue every day after Election Day until the Department finished tabulating all VBM, standard, PV, and CVR ballots, with a new report released at approximately 4 p.m. every day on which ballots were counted. And, as under the current polling place model, CAEC §15372 would require the Department to certify election results within 30 days of Election Day, or in the case of local elections, no later than the last Monday before the last Friday of November.

Following certification, the Department would continue to publicly post images of all voted ballots online. These images would continue to be appended with "audit logs" showing how the voting system interpreted and tallied each vote mark, and when applicable, how the markings were adjudicated by Department personnel, thus providing interested members of the public with information about how the voting system operates and counts votes, and enabling the comparison of every digital ballot card image to the card's Cast Vote Record.

## Section C

### 1. Implementation and Ongoing Costs for Conducting Elections Under the Voter's Choice Act

Should the City transition to the VCA elections model, the Department would incur both one-time implementation expenses and increased ongoing expenses as compared to those incurred under the current polling place model. These one-time implementation costs are expected to amount to approximately \$1.9 million, with the total estimated cost of conducting a single election under the VCA model approximately \$10.4 million; this latter estimate is \$1.1 million higher than the cost of conducting a single election under the current polling place model.

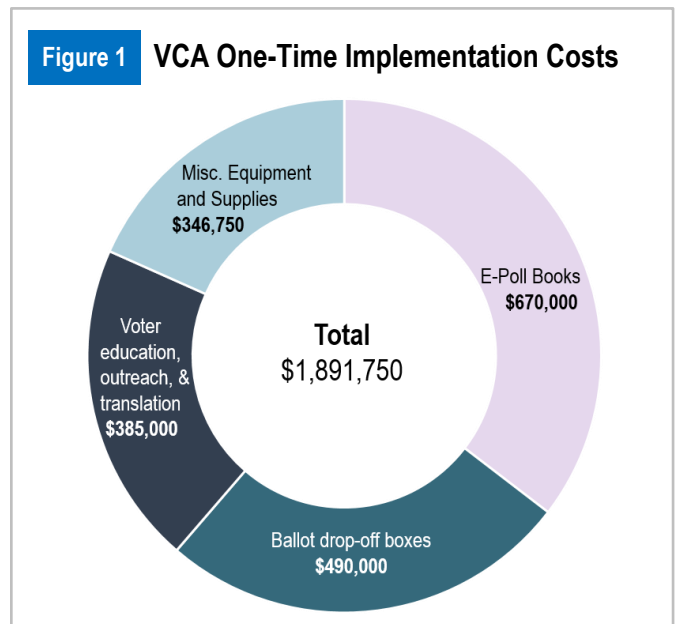
#### I. One-Time VCA Implementation Costs

As shown in [Figure 1](#), the most significant one-time costs associated with implementation of the VCA would be those related to 1) the purchase of 450 - 500 E-Poll Books to facilitate voter check-in process at vote centers; 2) the purchase of miscellaneous equipment to support E-Poll Books such as Cradlepoints and secure storage cases; 3) the purchase and installation of 35-40 ballot drop-off boxes, as mandated by CAEC §4005; and 4) the human resources/translation costs of developing VCA specific voter education and outreach programs about the new services and voting options available to local voters.

VCA specific outreach expenses would include those related to VCA focused grant partnerships with local community groups as well as the development of new multilingual VCA informational mailers, TV, and radio ads. VCA specific translation expenses would include a one-time investment to bring the Department in compliance with VCA language requirements. More specifically, the Department would need to hire five temporary staff (each fluent in one or more of the following languages: Burmese, Japanese, Korean, Thai, or Vietnamese) who would be tasked

with translating the relevant sections of the Department's website, voter forms and applications, and outreach materials, and would assist liaising with community partners during the implementation process.

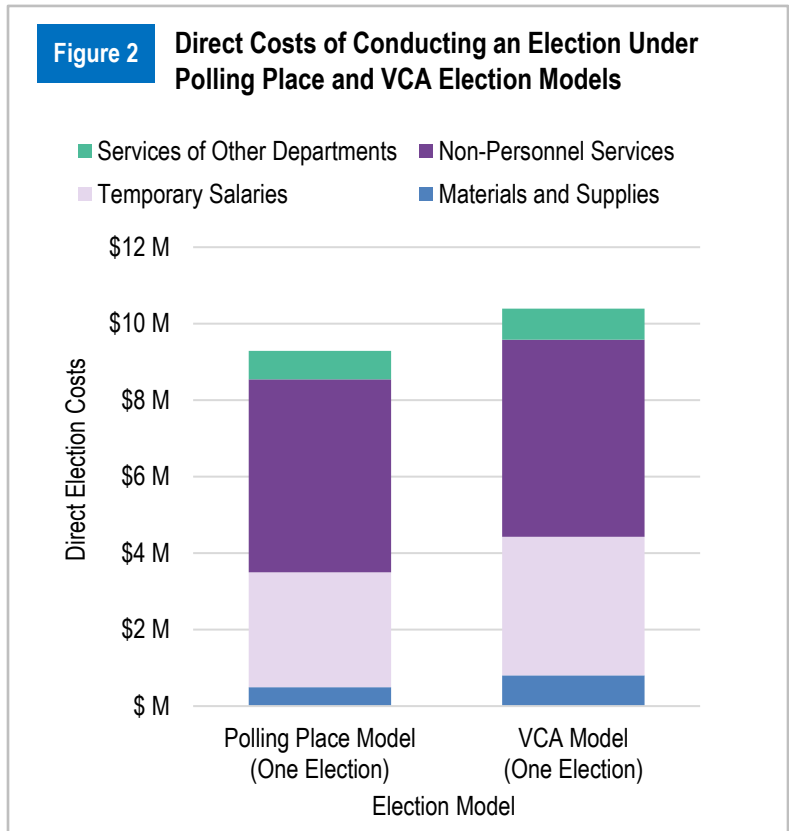
The Department recognizes that any successful implementation of the VCA elections model would require a major investment of senior management staff time throughout the entire transition process. The development of an Election Administration Plan (EAP) and the Voter Outreach and Education Plan (VEOP); the location of convenient and accessible vote center and ballot drop-off box sites; the revision of election procedures and security protocols; the drafting of new training manuals and official elections forms; and the hiring and training of vote center staff are all time-consuming processes that would require significant staffing resources. While salary costs are not included in the current estimate of implementation costs, the Department would likely incur additional overtime/compensatory time costs.





## II. Ongoing Costs for Conducting Elections Under the VCA Model

As shown in Figure 2, the estimated direct costs for conducting a single election under the VCA model would be approximately \$10.4 million, with major expenses falling into four main categories: 1) Salary Costs of Temporary Employees hired to aid the full-time staff with various election tasks, including administration of registration and voting at vote centers, delivering equipment and supplies to vote centers, processing and counting of voted ballots, and various canvass processes; 2) Non-Personnel Services Costs associated with services required to facilitate voting for over half a million San Francisco registrants, including translation, transliteration, and review related to production of the official ballot in four languages and facsimile ballots in three additional languages; production and assembly of vote-by-mail packets; typesetting, translation, printing, and assembly of approximately 520,000 copies of the Voter Information Pamphlet and Sample Ballot, produced in four languages and several alternative formats (large print, audio, HTML and XML formats); 3) Materials and Supplies Costs associated with vote center supplies such threshold mats and ramps to achieve accessibility; power strips and adapters for voting equipment; voting booth parts; mandated tamper-evident security seals for voting equipment; ballot pens; “I Voted” stickers and vote center staff name badges; and 4) Costs of Services of Other Departments specific to elections, including costs for services from the Sheriff’s Department (for ballot security and collection services), the Department of Human Resources (for assisting with hiring of seasonal employees), the ReproMail (for mailing of election materials).



The “direct costs” shown above are limited to those that would not have occurred had the VCA election not taken place. Other costs – such as permanent staff salaries and contractual payments for ballot-processing equipment maintenance, software licensing for the Election Information Management system (the City’s voter registration database), and property rental costs – were omitted from calculations because they must be paid regardless of the election calendar. This means that, in a fiscal year with one election, where the Department’s base budget would be approximately \$24.4 million, the estimated direct costs for conducting one election under the VCA model would be \$10.4 million.

As noted above, this net direct cost estimate is approximately \$1.1 million higher than the direct cost realized for conducting an election under the current polling place model. While certain costs incurred under the polling place model would cease or decrease under the VCA elections model, others would emerge or increase. Among costs that would cease or decrease under the VCA elections model are those attributable to the printing of election rosters, stipends paid to poll workers, vehicle rental, and the production of paper ballots. However, those savings would be offset by new expenses, including those resulting from producing and mailing ballots to the 120,000 local voters not currently registered as permanent VBM voters, salaries of

temporary vote center employees and outreach material translators, vote center rental fees, vote center security costs, and costs associated with collecting voted ballots from vote centers and drop-off boxes.

## 2. Implementation Timeline

Per CAEC §4005, any county implementing the VCA elections model must do so in the context of a series of statutory deadlines, duly incorporating a number of target dates for VCA Election Administration Plan review, collaborative meetings with members of the public, voter outreach, staff training, public notice, and ballot mailing. To assist counties in implementing the VCA, the California Secretary of State (SOS) developed the 14 month [Sample Calendar for SB 450 Implementation](#), which includes a number of suggested deadlines for VCA related activities.

The City’s next regularly scheduled elections will be held in June 2022 and November 2022. The [SOS sample calendar](#) suggests commencing VCA implementation 425 days before the first election conducted under such election model. Keeping this start date in mind, transition to the VCA model for the June 2022 election would be feasible if the City made a decision in time to allow the Department to begin VCA implementation no later than April 2021. In order to transition to the VCA model for the November 2022 election, the Department would need to begin implementation no later than September of 2021. Below is a high-level schematic of these two transition schedules:

|                           | CY 2021 |     |     |                   |     |     |     |                                       |     |                   |     |     | CY 2022 |                                       |     |     |     |     |     |     |     |     |     |     |  |  |  |  |  |  |  |
|---------------------------|---------|-----|-----|-------------------|-----|-----|-----|---------------------------------------|-----|-------------------|-----|-----|---------|---------------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|--|--|--|--|--|--|
|                           | Jan     | Feb | Mar | Apr               | May | Jun | Jul | Aug                                   | Sep | Oct               | Nov | Dec | Jan     | Feb                                   | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |  |  |  |  |  |  |  |
| June 7, 2022 Election     |         |     |     | Phase 1: Planning |     |     |     | Phase 2: Voter Education and Outreach |     |                   |     |     |         |                                       |     |     |     |     |     |     |     |     |     |     |  |  |  |  |  |  |  |
| November 8, 2022 Election |         |     |     |                   |     |     |     |                                       |     | Phase 1: Planning |     |     |         | Phase 2: Voter Education and Outreach |     |     |     |     |     |     |     |     |     |     |  |  |  |  |  |  |  |

There are several advantages to adopting the VCA model in time for the June 2022 election rather than November 2022 election.

First, adopting the earlier timeframe would mitigate much of the voter confusion that would inevitably result from a series of changes to election procedures. Adopting the later timeframe would require voters to learn about their voting options under two different election models in a single year. Particularly in the context of a broad spectrum of COVID-19 related changes in 2020, ensuring process consistency as much as possible would likely increase voters’ understanding of their voting options under the VCA and encourage voter participation.

Second, adopting the earlier timeframe would allow time to conduct a robust uninterrupted outreach program to inform voters about VCA changes. Adopting the VCA for the June 2022 election would allow the Department to begin a VCA outreach program this year and to continue that outreach program through 2022 and beyond. In contrast, adopting the later timeframe would necessitate the development of two different voter outreach programs in 2022, with a delineated “pause” set between those programs in order to avoid disseminating contradictory messages. Given the fact that longer running voter education messaging tend to be more successful than shorter running messaging, such a dual outreach program method would likely be less successful in educating voters about their voting options.

Third, adopting the earlier timeframe would eliminate much of the planning necessary to adapt to any potential new election legislation. For example, if AB 37, intended to make universal ballot mailing permanent, did not pass this year, San Francisco voters might experience a confusing series of events: first, needing to request a vote-by-mail ballot in the March 2020 election,

then, due to passage of SB 860, automatically receiving a vote-by-mail ballot in the November 2020 election, then having to request a vote-by-mail ballot again for the June 2022 election, and finally, due to a local transition to the VCA, having a vote-by-mail ballot once again sent automatically in the November 2022 election.

Fourth, transitioning to the VCA for the June 2022 election would likely be more cost-effective than doing so for the November 2022 election, because coordinating plans for two different sets of in-person voting sites in a single year would likely require double staffing resources. Not only would Department staff need to work with the providers of the City's traditional polling place locations to secure them for the June 2022 election, but they would also need to work with the providers of the future vote center locations. Further exacerbating the difficulty of carrying out such dual voting site planning, the Department would be in the midst of redrawing its district and precinct lines following the 2020 federal census, thus complicating in-person voting site groundwork significantly.

### **I. Implementation Phases**

Although complex on a granular level, VCA implementation can be conceptualized as having two main phases – planning and voter education. In the planning phase, the Department would focus on identifying and organizing an equitable array of local outreach partners, advocacy groups, and stakeholders who would be interested in providing feedback on the proposed locations of vote centers and ballot drop-off sites, voter education materials, and other VCA related activities.

In the planning phase, the Department would need to draft an Election Administration Plan (EAP) to detail how San Francisco would implement the VCA. In its EAP, the Department would be required to address 1) how voters with disabilities can obtain accessible ballots, 2) how the Department will address any voter inequities, 3) how the Department would safeguard vote center security, 4) how the VCA transition might yield cost savings, 5) the number, location, and hours for proposed vote centers and ballot drop-off locations, 6) voting contingency plans, 7) the estimated number and type of bilingual staff assigned to each vote center 8) all proposed accessible voting tools, including equipment, 9) proposed layouts of vote centers, and 10) the Voter Education and Outreach Plan.

Following completion of the initial EAP, the Department would need to present its internally developed document in a series of public meetings. As part of this public review and comment process, the Department would amend its EAP, incorporating public feedback as appropriate. The Department would be required to submit the final draft EAP to the SOS for review and final approval approximately five months before the first election conducted under the VCA elections model.

While certain elements of any VCA voter education and outreach program, such as a general announcement that all registered voters would automatically receive ballots by mail, could commence immediately following the decision to transition to the VCA elections model, a voter education phase, with specifics such as where vote centers and ballot drop-off sites would be located, could only begin following the approval of the Department's EAP by the SOS.

The focus of the voter education phase, which would need to begin approximately five months before the first election held under the VCA, would focus on changes to voting options from a voter's point of view, such as universal ballot mailing, the replacement of polling places with vote centers, and the range of services available at vote centers and ballot drop-off locations.

### **II. Implementation Calendars**

The VCA implementation calendars below provide estimated dates for VCA implementation phases, based on June 2022 election and November 2022 election implementation targets, and are based on parallel estimates in the [SOS sample calendar](#).

## June 7, 2022 Election Implementation Calendar

|                                                              | Approximated Timeframe for Completion                                                                                    | Activity                                                                                                                                                                                                                                                                                                                                                                                                                | E-day Start | Start Date | E-day End | End Date   |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-----------|------------|
| Phase 1: Planning                                            | 1 Month: To be completed simultaneously with outreach to groups, advocates, stakeholders and officials.                  | Begin coordinated research effort with SOS support to identify and provide training to community groups, advocates, stakeholders, and officials that should participate in the public workshop process. (1 month development time)                                                                                                                                                                                      | -425        | 4/8/2021   | -400      | 5/3/2021   |
|                                                              | 3 Months: To be completed prior to the public consultation period for the Election Administration Plan (EAP)             | Begin outreach and provide training to community groups, advocates, stakeholders, and officials to ensure broad participation in a public consultation process (3 month training and outreach period). Also, the time period that is recommended for counties to develop, recruit, launch, and utilize input from a Language Accessibility Advisory Committee (LAAC) and Voter Accessibility Advisory Committee (VAAC). | -425        | 4/8/2021   | -276      | 9/4/2021   |
|                                                              | 2 Months: To be completed simultaneously with outreach to community groups and prior to public consultations on EAP      | Begin internal Election Administration Plan (EAP) development (2 month development window prior to public consultations)                                                                                                                                                                                                                                                                                                | -400        | 5/3/2021   | -365      | 6/7/2021   |
|                                                              | <i>Deadline</i>                                                                                                          | Deadline for internal EAP development process. This ensures a proper working skeleton draft of an EAP that can be presented at public consultations with community groups.                                                                                                                                                                                                                                              | -365        | 6/7/2021   | -365      | 6/7/2021   |
|                                                              | 10 days prior to planned public consultations                                                                            | Begin issuance of public notice for consultations on EAP                                                                                                                                                                                                                                                                                                                                                                | -276        | 9/4/2021   | -276      | 9/4/2021   |
|                                                              | <i>Deadline</i>                                                                                                          | Deadline for outreach to community groups, advocates, stakeholders, and officials.                                                                                                                                                                                                                                                                                                                                      | -276        | 9/4/2021   | -276      | 9/4/2021   |
|                                                              | 3 weeks: Concentrated schedule of consultations on EAP to get feedback prior to issuing the draft EAP for public hearing | Begin public consultations period. At least one meeting with each language minority community and related organizations, as well as one for voters with disabilities and related organizations.                                                                                                                                                                                                                         | -276        | 9/4/2021   | -200      | 11/19/2021 |
|                                                              | 3 weeks: Update EAP skeleton plan as you receive public input during the consultations period                            | End public consultations period.                                                                                                                                                                                                                                                                                                                                                                                        | -200        | 11/19/2021 | -200      | 11/19/2021 |
|                                                              | 14 days: Public comment period prior to public hearing on draft EAP                                                      | Publish proposed draft Election Administration Plan (EAP). Begin 14-day public comment period on draft EAP.                                                                                                                                                                                                                                                                                                             | -200        | 11/19/2021 | -186      | 12/3/2021  |
|                                                              | 10 days                                                                                                                  | Issue 10-day public notice of hearing to consider draft EAP if using suggested plan development dates.                                                                                                                                                                                                                                                                                                                  | -196        | 11/23/2021 | -186      | 12/3/2021  |
| 1 day (It is suggested you start here and work backwards and | Public hearing to consider draft EAP (three weeks to amend plan after hearing).                                          | -186                                                                                                                                                                                                                                                                                                                                                                                                                    | 12/3/2021   | -186       | 12/3/2021 |            |

|                                       |                                                                                                                                            |                                                                                                                                                                                                                                                                                            |      |            |      |           |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|------|-----------|
|                                       | forwards from this date to generate your ideal calendar)                                                                                   |                                                                                                                                                                                                                                                                                            |      |            |      |           |
|                                       | 3 weeks                                                                                                                                    | Date to publish amended EAP after hearing. Begin 14-day public comment period on published amended EAP.                                                                                                                                                                                    | -165 | 12/24/2021 | -151 | 1/7/2022  |
|                                       | 14 days: Public comment period for amended EAP                                                                                             | Date to adopt final amended plan and send outreach plan to SOS for approval.                                                                                                                                                                                                               | -151 | 1/7/2022   | -151 | 1/7/2022  |
| Phase 2: Voter Education and Outreach | 14 days: period for SOS staff to review submitted outreach plan                                                                            | SOS deadline for approval of outreach plan if using suggested dates for EAP development.                                                                                                                                                                                                   | -144 | 1/14/2022  | -144 | 1/14/2022 |
|                                       | 3 months: Materials to be developed for launch of the public outreach portion of the EAP                                                   | Develop voter outreach and education materials, PSA development, newspaper announcements and media plans, and other documents or materials for activities in approved outreach plan (3 months of materials development). Coordinate with SOS regarding available materials from SOS office | -143 | 1/15/2022  | -53  | 4/15/2022 |
|                                       | 6 months: Execution of all of the activities included in the public outreach plan                                                          | Begin voter outreach and education activities. Activities include items detailed in the SOS approved outreach plan including social media engagement, traditional media for English and other required language communities, required PSAs, and other public education activities          | -143 | 1/15/2022  | 0    | 6/7/2022  |
|                                       | 3 month hiring and training window for new SB450 related staff                                                                             | Beginning of period to recruit and hire needed temporary vote center staff.                                                                                                                                                                                                                | -123 | 2/4/2022   | -39  | 4/29/2022 |
|                                       | <i>Deadline</i>                                                                                                                            | Deadline for amendments to an election administration plan in case of emergency.                                                                                                                                                                                                           | -120 | 2/7/2022   | -120 | 2/7/2022  |
|                                       | <i>Deadline</i>                                                                                                                            | Last possible day for public comment if EAP was amended on the last day allowed by law.                                                                                                                                                                                                    | -90  | 3/9/2022   | -90  | 3/9/2022  |
|                                       | First of two direct contact with voters regarding new election administration should probably not be earlier than 3 months out             | First direct contact with voters regarding the change in election administration.                                                                                                                                                                                                          | -90  | 3/9/2022   | -90  | 3/9/2022  |
|                                       | <i>Deadline</i>                                                                                                                            | Determination of the number of registered voters in the county in order to determine the number of vote centers and drop boxes required.                                                                                                                                                   | -88  | 3/11/2022  | -88  | 3/11/2022 |
|                                       | Second of two direct contacts with voters about new election administration should probably not be earlier than 2 months out from election | Second direct contact with voters regarding the change in election administration. Also, publish the list of vote center and ballot drop of locations and hours.                                                                                                                           | -60  | 4/8/2022   | -60  | 4/8/2022  |

|                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |           |     |           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-----|-----------|
| 1 month: Period to complete all required accessibility and language community public education meetings. One meeting with general public education is also highly recommended | Begin completing required language and disability workshops. One bilingual workshop for each language community served and one to increase access and participation for voters with disabilities. It may also be useful to host one or more general information workshops for the general public regarding the changes in voting administration. Consider using connections with community organizations to provide widespread outreach to community. | -50 | 4/18/2022 | -32 | 5/6/2022  |
| <i>Deadline</i>                                                                                                                                                               | Deadline to finalize hiring of any temporary vote center staff.                                                                                                                                                                                                                                                                                                                                                                                       | -39 | 4/29/2022 | -39 | 4/29/2022 |
| <i>Deadline</i>                                                                                                                                                               | End public workshops period.                                                                                                                                                                                                                                                                                                                                                                                                                          | -32 | 5/6/2022  | -32 | 5/6/2022  |
| 1 month: Train and coordinate staff activities for new vote centers                                                                                                           | Period to begin training for vote center staff.                                                                                                                                                                                                                                                                                                                                                                                                       | -35 | 5/3/2022  | -11 | 5/27/2022 |
| 1 month                                                                                                                                                                       | Vote by mail ballot packets must be mailed to each voter starting on this date. Toll-free voter assistance hotlines must be operational.                                                                                                                                                                                                                                                                                                              | -29 | 5/9/2022  | -29 | 5/9/2022  |
| 1 month                                                                                                                                                                       | Ballot drop-off locations required to be open during regular business hours. One must be available at least 12 hours per day.                                                                                                                                                                                                                                                                                                                         | -29 | 5/9/2022  | -29 | 5/9/2022  |
| 1 month                                                                                                                                                                       | Ballot drop-off location management activities begin.                                                                                                                                                                                                                                                                                                                                                                                                 | -29 | 5/9/2022  | -29 | 5/9/2022  |
| 10 days                                                                                                                                                                       | Vote Centers (1 per 50k) must be open for at least 8 hours per day                                                                                                                                                                                                                                                                                                                                                                                    | -10 | 5/28/2022 | 0   | 6/7/2022  |
| 7 days                                                                                                                                                                        | VBM Language and Accessibility ballot request deadline.                                                                                                                                                                                                                                                                                                                                                                                               | -7  | 5/31/2022 | 0   | 6/7/2022  |
| 3 days                                                                                                                                                                        | Vote centers (1 per 10k) must open for at least 8 hours per day.                                                                                                                                                                                                                                                                                                                                                                                      | -3  | 6/4/2022  | 0   | 6/7/2022  |

## November 8, 2022 Election Implementation Calendar

|                          | Approximated Timeframe for Completion                                                                        | Activity                                                                                                                                                                                                                                                                           | E-day Start | Start Date | E-day End | End Date  |
|--------------------------|--------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------|-----------|-----------|
| <b>Phase 1: Planning</b> | 1 Month: To be completed simultaneously with outreach to groups, advocates, stakeholders and officials.      | Begin coordinated research effort with SOS support to identify and provide training to community groups, advocates, stakeholders, and officials that should participate in the public workshop process. (1 month development time)                                                 | -425        | 9/9/2021   | -400      | 10/4/2021 |
|                          | 3 Months: To be completed prior to the public consultation period for the Election Administration Plan (EAP) | Begin outreach and provide training to community groups, advocates, stakeholders, and officials to ensure broad participation in a public consultation process (3 month training and outreach period). Also, the time period that is recommended for counties to develop, recruit, | -425        | 9/9/2021   | -276      | 2/5/2022  |

|                       |                                                                                                                                      |                                                                                                                                                                                                 |      |           |      |           |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|------|-----------|
|                       | launch, and utilize input from a Language Accessibility Advisory Committee (LAAC) and Voter Accessibility Advisory Committee (VAAC). |                                                                                                                                                                                                 |      |           |      |           |
|                       | 2 Months: To be completed simultaneously with outreach to community groups and prior to public consultations on EAP                  | Begin internal Election Administration Plan (EAP) development (2 month development window prior to public consultations)                                                                        | -400 | 10/4/2021 | -365 | 11/8/2021 |
|                       | <i>Deadline</i>                                                                                                                      | Deadline for internal EAP development process. This ensures a proper working skeleton draft of an EAP that can be presented at public consultations with community groups.                      | -365 | 11/8/2021 | -365 | 11/8/2021 |
|                       | 10 days prior to planned public consultations                                                                                        | Begin issuance of public notice for consultations on EAP                                                                                                                                        | -276 | 2/5/2022  | -276 | 2/5/2022  |
|                       | <i>Deadline</i>                                                                                                                      | Deadline for outreach to community groups, advocates, stakeholders, and officials.                                                                                                              | -276 | 2/5/2022  | -276 | 2/5/2022  |
|                       | 3 weeks: Concentrated schedule of consultations on EAP to get feedback prior to issuing the draft EAP for public hearing             | Begin public consultations period. At least one meeting with each language minority community and related organizations, as well as one for voters with disabilities and related organizations. | -276 | 2/5/2022  | -200 | 4/22/2022 |
|                       | 3 weeks: Update EAP skeleton plan as you receive public input during the consultations period                                        | End public consultations period.                                                                                                                                                                | -200 | 4/22/2022 | -200 | 4/22/2022 |
|                       | 14 days: Public comment period prior to public hearing on draft EAP                                                                  | Publish proposed draft Election Administration Plan (EAP). Begin 14-day public comment period on draft EAP.                                                                                     | -200 | 4/22/2022 | -186 | 5/6/2022  |
|                       | 10 days                                                                                                                              | Issue 10-day public notice of hearing to consider draft EAP if using suggested plan development dates.                                                                                          | -196 | 4/26/2022 | -186 | 5/6/2022  |
|                       | 1 day (It is suggested you start here and work backwards and forwards from this date to generate your ideal calendar)                | Public hearing to consider draft EAP (three weeks to amend plan after hearing).                                                                                                                 | -186 | 5/6/2022  | -186 | 5/6/2022  |
|                       | 3 weeks                                                                                                                              | Date to publish amended EAP after hearing. Begin 14-day public comment period on published amended EAP.                                                                                         | -165 | 5/27/2022 | -151 | 6/10/2022 |
|                       | 14 days: Public comment period for amended EAP                                                                                       | Date to adopt final amended plan and send outreach plan to SOS for approval.                                                                                                                    | -151 | 6/10/2022 | -151 | 6/10/2022 |
| <b>Phase 2: Voter</b> | 14 days: period for SOS staff to review submitted outreach plan                                                                      | SOS deadline for approval of outreach plan if using suggested dates for EAP development.                                                                                                        | -144 | 6/17/2022 | -144 | 6/17/2022 |
|                       | 3 months: Materials to be developed for launch of the public outreach portion of the EAP                                             | Develop voter outreach and education materials, PSA development, newspaper announcements and media plans, and other documents or materials for activities in approved outreach plan             | -143 | 6/18/2022 | -53  | 9/16/2022 |

|                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |           |      |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|------|------------|
|                                                                                                                                                                               | (3 months of materials development). Coordinate with SOS regarding available materials from SOS office                                                                                                                                                                                                                                                                                                                                                |      |           |      |            |
| 6 months: Execution of all of the activities included in the public outreach plan                                                                                             | Begin voter outreach and education activities. Activities include items detailed in the SOS approved outreach plan including social media engagement, traditional media for English and other required language communities, required PSAs, and other public education activities                                                                                                                                                                     | -143 | 6/18/2022 | 0    | 11/8/2022  |
| 3 month hiring and training window for new SB450 related staff                                                                                                                | Beginning of period to recruit and hire needed temporary vote center staff.                                                                                                                                                                                                                                                                                                                                                                           | -123 | 7/8/2022  | -39  | 9/30/2022  |
| <i>Deadline</i>                                                                                                                                                               | Deadline for amendments to an election administration plan in case of emergency.                                                                                                                                                                                                                                                                                                                                                                      | -120 | 7/11/2022 | -120 | 7/11/2022  |
| <i>Deadline</i>                                                                                                                                                               | Last possible day for public comment if EAP was amended on the last day allowed by law.                                                                                                                                                                                                                                                                                                                                                               | -90  | 8/10/2022 | -90  | 8/10/2022  |
| First of two direct contact with voters regarding new election administration should probably not be earlier than 3 months out                                                | First direct contact with voters regarding the change in election administration.                                                                                                                                                                                                                                                                                                                                                                     | -90  | 8/10/2022 | -90  | 8/10/2022  |
| <i>Deadline</i>                                                                                                                                                               | Determination of the number of registered voters in the county in order to determine the number of vote centers and drop boxes required.                                                                                                                                                                                                                                                                                                              | -88  | 8/12/2022 | -88  | 8/12/2022  |
| Second of two direct contacts with voters about new election administration should probably not be earlier than 2 months out from election                                    | Second direct contact with voters regarding the change in election administration. Also, publish the list of vote center and ballot drop of locations and hours.                                                                                                                                                                                                                                                                                      | -60  | 9/9/2022  | -60  | 9/9/2022   |
| 1 month: Period to complete all required accessibility and language community public education meetings. One meeting with general public education is also highly recommended | Begin completing required language and disability workshops. One bilingual workshop for each language community served and one to increase access and participation for voters with disabilities. It may also be useful to host one or more general information workshops for the general public regarding the changes in voting administration. Consider using connections with community organizations to provide widespread outreach to community. | -50  | 9/19/2022 | -32  | 10/7/2022  |
| <i>Deadline</i>                                                                                                                                                               | Deadline to finalize hiring of any temporary vote center staff.                                                                                                                                                                                                                                                                                                                                                                                       | -39  | 9/30/2022 | -39  | 9/30/2022  |
| <i>Deadline</i>                                                                                                                                                               | End public workshops period.                                                                                                                                                                                                                                                                                                                                                                                                                          | -32  | 10/7/2022 | -32  | 10/7/2022  |
| 1 month: Train and coordinate staff activities for new vote centers                                                                                                           | Period to begin training for vote center staff.                                                                                                                                                                                                                                                                                                                                                                                                       | -35  | 10/4/2022 | -11  | 10/28/2022 |



|         |                                                                                                                                          |     |            |     |            |
|---------|------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|-----|------------|
| 1 month | Vote by mail ballot packets must be mailed to each voter starting on this date. Toll-free voter assistance hotlines must be operational. | -29 | 10/10/2022 | -29 | 10/10/2022 |
| 1 month | Ballot drop-off locations required to be open during regular business hours. One must be available at least 12 hours per day.            | -29 | 10/10/2022 | -29 | 10/10/2022 |
| 1 month | Ballot drop-off location management activities begin.                                                                                    | -29 | 10/10/2022 | -29 | 10/10/2022 |
| 10 days | Vote Centers (1 per 50k) must be open for at least 8 hours per day                                                                       | -10 | 10/29/2022 | 0   | 11/8/2022  |
| 7 days  | VBM Language and Accessibility ballot request deadline.                                                                                  | -7  | 11/1/2022  | 0   | 11/8/2022  |
| 3 days  | Vote centers (1 per 10k) must open for at least 8 hours per day.                                                                         | -3  | 11/5/2022  | 0   | 11/8/2022  |

**From:** [Board of Supervisors \(BOS\)](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Wong, Linda \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: SF Chamber Support of File #210138  
**Date:** Wednesday, March 3, 2021 3:04:00 PM  
**Attachments:** [SFChamber\\_Support\\_210138.pdf](#)  
[image001.png](#)

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**From:** Emily Abraham <[eabraham@sfchamber.com](mailto:eabraham@sfchamber.com)>  
**Sent:** Wednesday, March 3, 2021 1:43 PM  
**To:** Emily Abraham <[eabraham@sfchamber.com](mailto:eabraham@sfchamber.com)>  
**Subject:** SF Chamber Support of File #210138

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Honorable Mayor London Breed and Board of Supervisors,

On behalf of the San Francisco Chamber of Commerce, I offer our support of File #210138 that was introduced by Mayor London Breed, and co-sponsored by Supervisor Ronen. The savings from the extended fee deadlines is a much needed step to retain small businesses and for our path towards recovery.

Respectfully,

Emily Abraham



**Emily Abraham**

Deputy Director, Public Policy  
San Francisco Chamber of Commerce  
(Direct) 916-294-5029 • (E) [eabraham@sfchamber.com](mailto:eabraham@sfchamber.com)  
Pronouns: [she/her/hers](#)



235 Montgomery St., Ste. 760, San Francisco, CA 94104  
tel: 415.352.4520 • fax: 415.392.0485  
sfchamber.com • twitter: @sf\_chamber

March 3, 2021

The Honorable Mayor London Breed and San Francisco Board of Supervisors  
1 Dr. Carlton B. Goodlett Place, #244  
San Francisco, CA 94012

**RE: Support for file 210138 “Business Registration Fee - Extension of Deadline for Payment”**

Dear Honorable Mayor London Breed and Board of Supervisors,

The San Francisco Chamber of Commerce supports the legislation introduced by Mayor London Breed, and co-sponsored by Supervisor Ronen that would extend the deadline for businesses to renew and pay their business registration fee for the fiscal year ending June 30, 2022 from May 31, 2021 to November 1, 2021. As well as extending the deadline for new businesses to pay their business registration fee for the fiscal year ending June 30, 2022, to November 1, 2021.

The savings from the extended fee deadlines is a much needed step to retain small businesses and for our path towards recovery. Our small business community is struggling - our data shows that 50% of small businesses remain closed due to the impacts of the pandemic. Savings like these could be the difference between being able to invest in tools to help the business reopen safely like PPE or new signage. We must do everything we can to try and preserve our small business ecosystem in San Francisco and invest in their resiliency.

The San Francisco Chamber of Commerce actively supports policies that support our small business community, which contribute so greatly to our City’s unique culture. This ordinance will help small businesses maintain their valued presence in San Francisco’s neighborhood commercial districts.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodney Fong", written over a faint circular stamp or watermark.

Rodney Fong  
President & CEO  
San Francisco Chamber of Commerce

cc: Clerk of the Board, to be distributed to all Supervisors; Mayor London Breed; OEWD

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: SFMTA's disastrous "Twin Peaks 4 All" decision  
**Date:** Wednesday, March 3, 2021 1:29:00 PM

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**From:** Peter Monks <pmonks@gmail.com>  
**Sent:** Wednesday, March 3, 2021 12:36 PM  
**To:** Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>  
**Cc:** MelgarStaff (BOS) <melgarstaff@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; letters@sfchronicle.com; letters@sfxaminer.com  
**Subject:** SFMTA's disastrous "Twin Peaks 4 All" decision

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Mayor Breed (and cc D7 Supervisor Melgar, SFBOS, and local media),

Yesterday, Tuesday March 2nd, 2021, the SFMTA approved a proposal to reopen Twin Peaks to vehicular traffic. This was the culmination of a months long process that included, in SFMTA's own words, a "high level of interest" from residents and other stakeholders, and a substantial amount of feedback from SF residents ("The Twin Peaks for All survey [...] received more than 1,700 responses"). It also took several hours to get through the public speaker comments during yesterday's meeting, despite SFMTA management unexpectedly reducing the public speaking time slots at the last minute.

Unfortunately, SFMTA staff, led by Jeffrey Tumlin and Matt Lasky, chose to [reject the community's unambiguous feedback \(which was in favor of SFMTA option 1\)](#) [1], and instead ram through the agency's recommended plan (SFMTA option 2), the least preferred option according to the community feedback. This was done in large part by failing to adequately communicate the nuanced differences between the options to the SFMTA Board of Directors; nuances that are best understood by those who've spent significant time on Twin Peaks, and observed the area's complex dynamics directly (i.e. local residents).

I have been a resident of a nearby neighborhood (Miraloma Park in District 7) for nearly 20 years, and have raised my family here. My family and I have visited Twin Peaks regularly throughout that time (by foot, bicycle, and car); most especially after it was closed to vehicular traffic due to the pandemic. I was appalled to see the SFMTA sideline the public's feedback by using the dubious tactic of assigning criteria weights in such a way that the public's substantial feedback was reduced to 1/6 of the total weighting, while tour bus corporation specific criteria were assigned almost half the total weighting. This was the antithesis of a fair and neutral analysis.

The facts are that:

1. Vehicle-free Twin Peaks has been a miraculous, wilderness-esque haven during the pandemic,

and while being fully vehicle-free is clearly unacceptable in the long run (notably it discriminates against people with disabilities, the elderly and infirm, etc.), both option 1 and option 2 equally enable vehicular access to Christmas Tree Point (the only legal parking on Twin Peaks), thus equally supporting both ADA and tourist access to Twin Peaks.

2. That said, option 1 is less convenient for tour bus operators, due to the tighter approaches to the Burnett Ave gate. However, SFMTA itself only uses 32'-long buses in hilly neighborhoods, yet allows tour bus companies to operate 45'-long monster buses in the same terrain. Why??
3. Most of the tour bus companies that operate in San Francisco are not based here - in fact most of them aren't even American. Why did SFMTA favor these particular foreign corporations over San Francisco residents? Sadly it would not surprise me if I were to learn that money was involved.
4. SFMTA blatantly lied when they scored the safety of option 1 and option 2 equally in their analysis. The reason being that the longer, more gentle climb from the Portola Dr gate is significantly more accessible to cyclists of a variety of levels when compared to the steeper climb from Burnett Ave, and is hence more popular. Option 2 does not provide protection for cyclists on that route; it mixes cyclists and buses on a mile-long stretch of narrow, twisty, 2 lane / 2 way road that has no available space for dedicated bike lanes or even (for much of that distance) any meaningful shoulder. Has SFMTA forgotten about the city's "Vision Zero" plan? Or are dead cyclists a price the SFMTA is willing to pay to support foreign tour bus corporation profits?
5. Speaking of city plans, the SFMTA likes to tout their focus on making SF less dependent on private motor vehicles, yet option 2 of this plan devotes ~70% of the sealed roadway area on Twin Peaks to vehicular traffic. Option 1, in contrast, devotes ~30% of the sealed roadway area to vehicular traffic, while still supporting equal vehicular access to Christmas Tree Point. Is SFMTA's commitment to reducing dependence on private motor vehicles mere virtue signaling?
6. SFMTA staff repeatedly brought up the lack of formal pedestrian access from the Burnett Ave end of the Twin Peaks to Christmas Tree Point as a major impediment to option 1, yet conveniently neglected to mention that SFRPD have a dedicated trail-building team (part of the Natural Resources Division) who are experts at exactly this kind of work. In fact that team has (in the 2 decades I've been visiting Twin Peaks) added 3 official, high-quality trails just on Twin Peaks itself, let alone many other trails in other city parks. I happen to have volunteered alongside this team in both Glen Canyon Park and Corona Heights Park, and have seen first hand their extraordinary expertise. For SFMTA to claim this is a "blocking problem" for option 1 is either woeful naivety or malicious misdirection.
7. Finally, and while this is not a problem I have personally experienced, many speakers on yesterday's call highlighted the new property crime problems on Burnett Ave and nearby streets that a vehicle free Twin Peaks has inadvertently created. One caller even presented SFPD data that showed that crime on Burnett Ave has gone up over 15 times (!) the long term average since the Burnett Ave gate was closed. Option 2 makes that closure (and the associated crime problems) permanent, and the SFMTA's proposed solution to that problem (erect signage at the Burnett Ave gate) is not only laughable, but has already been tried during the pandemic and proven to be utterly ineffective. Option 1 is again preferable, since it reopens the Burnett Ave gate, thereby eliminating the need for visitors to park there as well as the reason criminals are targeting the area.

I could go on, but I think this gives a good taste of a small subset of the nuances that have been misunderstood and/or wilfully ignored by Director Tumlin, Mr Lasky, the SFMTA board of directors, and other SFMTA staff. Given that the public's feedback has now been ignored twice, first by SFMTA staff after the results of the survey came in, and then again yesterday when the SFMTA board of directors voted, I implore you, as city mayor, to force Director Tumlin and the SFMTA to immediately cease and desist on implementing this disastrous decision, and bring in an independent 3rd party to rerun the process properly, **and with the needs & desires of San Francisco residents as the primary priority.**

As a final note, I supported both you and Supervisor Melgar in the most recent elections, and was incredibly disappointed to learn that Supervisor Melgar chose to support option 2, and thereby foreign tour bus corporations over and above the clear preferences of her own District 7 constituents - not at all what I expected from a self-proclaimed "progressive" candidate (a label I no longer think she has the right to claim). I have already informed her staff that she has lost my support as a result of this appalling lapse of judgement, and I encourage you to view it as a cautionary tale.

Yours sincerely,  
Peter Monks  
Miraloma Park (District 7) resident

[1] <https://www.sfmta.com/blog/twin-peaks-all-survey-results>

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [BOS Legislation, \(BOS\)](#); [PEARSON, ANNE \(CAT\)](#)  
**Subject:** FW: 2417 Green Street – BOS File No. 210201; March 2, 2021 BOS Meeting - Objection to Motion Adopting Findings to Reverse FMND  
**Date:** Tuesday, March 2, 2021 4:25:00 PM  
**Attachments:** [2021.3.2 Ltr to BOS.pdf](#)  
**Importance:** High

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**From:** Emily Lowther Brough <emily@zfplaw.com>  
**Sent:** Tuesday, March 2, 2021 2:26 PM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Cc:** Ryan Patterson <ryan@zfplaw.com>; Chandni Mistry <chandni@zfplaw.com>  
**Subject:** 2417 Green Street – BOS File No. 210201; March 2, 2021 BOS Meeting - Objection to Motion Adopting Findings to Reverse FMND  
**Importance:** High

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Clerk of the Board:

Please find attached a letter for inclusion in the official record for this afternoon's Board of Supervisors regular meeting. Please also confirm receipt.

Best,  
Emily Brough

**PLEASE NOTE THAT ZACKS, FREEDMAN & PATTERSON WILL BE MOVING. EFFECTIVE MARCH 9, 2021, OUR NEW ADDRESS WILL BE:**

**ZACKS, FREEDMAN & PATTERSON, PC  
601 MONTGOMERY STREET, SUITE 400  
SAN FRANCISCO, CA 94111**

Emily L. Brough  
Zacks, Freedman & Patterson, PC  
235 Montgomery Street, Suite 400  
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[www.zfplaw.com](http://www.zfplaw.com)

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# ZACKS, FREEDMAN & PATTERSON

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[www.zfplaw.com](http://www.zfplaw.com)

March 2, 2021

Board of Supervisors  
1 Dr. Carlton B. Goodlett Place,  
City Hall, Room 244  
San Francisco, CA 94102-4689  
Email: [bos@sfgov.org](mailto:bos@sfgov.org)  
[Board.of.Supervisors@sfgov.org](mailto:Board.of.Supervisors@sfgov.org)

VIA EMAIL

Re: 2417 Green Street – BOS File No. 210201  
March 2, 2021 BOS Meeting  
Objection to Motion Adopting Findings to Reverse FMND

Dear Board of Supervisors:

Our office is litigation counsel for Christopher Durkin, the Project Sponsor in the above-captioned project (the “Project”). We write to object to the Board’s motion adopting findings to reverse the Final Mitigated Negative Declaration (“FMND”) for the Project. We also incorporate by reference all prior objections to the Board’s grant of the appeal of the FMND.

The motion proposes to reverse the Planning Commission’s determination to adopt the FMND, and directs the Planning Department to prepare an EIR, however, the Board’s findings do not support such action. The Board may only direct the Planning Department to prepare an EIR after reversing a negative declaration, if the alleged significant environmental impact “cannot be avoided or mitigated to a less than significant level . . . .” (SF Planning Code § 31.16(d)(5)(B).)

Here, there has been no finding that the alleged significant environmental impact(s) identified in the motion cannot be avoided or mitigated to less than a significant level. Nor is there substantial evidence to support such a finding. Rather, the motion provides that the mitigation measures set forth in the FMND are simply “insufficient”:


Based on the evidence presented at and prior to the hearing on this matter, the Board found that the record includes substantial evidence to support a fair argument that the Revised Project **may have a significant impact on the historic significance** of the historic Coxhead House, that the Revised Project **may compromise the structural integrity** of the neighboring property **and that the mitigation measure proposed in the FMND is insufficient to protect the historic resource;**

Based on the Board's finding that the FMND's mitigation measures are allegedly "insufficient," the Board *may not* direct the Planning Department to prepare an EIR, it may only remand the FMND to the Planning Department for further action consistent with the Board's findings.<sup>1</sup> (SF Planning Code § 31.16(d)(5).)

Pursuant to the above, because the motion is inconsistent with CEQA and local code, the Board should deny it.

Very truly yours,

ZACKS, FREEDMAN & PATTERSON, PC

  
\_\_\_\_\_  
Emily L. Brough

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<sup>1</sup> See, e.g., BOS File No. 171022

**From:** [Chris K.](#)  
**To:** [Lo, Michelle \(USACAN\)](#)  
**Cc:** [Jeffrey.Coady@samhsa.hhs.gov](#); [Emily.Williams@samhsa.hhs.gov](#); [Tom.Coderre@samhsa.hhs.gov](#); [Execsec1@od.nih.gov](#); [Norris.Cochran@hhs.gov](#); [casework@feinstein.senate.gov](#); [Representative Nancy Pelosi](#); [Breed, Mayor London \(MYR\)](#); [BOS-Supervisors](#); [SFGOP Chair](#); [Vice Chair Political Affairs](#)  
**Subject:** Re: Surveillance and Retaliation  
**Date:** Monday, March 1, 2021 9:38:14 AM

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

All,

Again, it is illegal under 1st amendment to retaliate once I petition a government entity, person or agency.

Now giving fake symptoms to the left foot with electricity, surveillance, etc to attempt to cause pain and potentially get radiation - which there is a history of this happening for decades which increased cancer rates. WHO and the United Nations has reported this on multiple countries.

I already have the hospital report stating electronic surveillance caused the swelling and pain. I have the documentation that can clearly show government officials have equipment to cause this and multiple police reports stating HHS (and others) are using electronic surveillance to retaliate.

Next steps - Again it is my desire to resolve amicably but next steps would include 1) notifying the White House, President, 2) filing Human Rights violations with the United Nations and World Health Organization, 3) moving forward with a federal claim in federal court.

Science is key here. The military and Treasury department used electricity in the 20's for hallucinations and electronic surveillance. It is not classified. yes surveillance has been used since the inception of electricity.

Perhaps taking surveillance off people for politics could help with the 81,000 overdoses in 2020 - nearly a 15% increase from previous year.

Respectfully,

Chris Ward Kline  
 415-203-1662

On Sunday, February 28, 2021, Chris K. <[ckblueaqua@gmail.com](mailto:ckblueaqua@gmail.com)> wrote:  
 U.S. Attorney Michelle Lo,

I'm attaching privacy and security laws applicable in which HHS and others refused to release even with appropriate request. It clearly shows that HHS, SAMHSA and others

would have information that was legally requested. There are inaccuracies in my health record and I'm seeking remedies to correct those mistakes.

All,

HHS violates FISA laws and are subject to damages, punitive damages and legal fees - see attached document.

I understand with previous administration the difficulties with moving forward with federal agencies and I shown great resolve and patience.

Again it is my desire to resolve amicably but next steps would include 1) notifying the White House, President, 2) filing Human Rights violations with the United Nations and World Health Organization, 3) moving forward with a federal claim in federal court.

Respectfully,

Chris Ward Kline  
415-203-1662

<https://www.healthit.gov/sites/default/files/privacy-security/federal-privacy-laws-table2-26-10-final.pdf>

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: Covid laws  
**Date:** Thursday, March 4, 2021 9:34:00 AM

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**From:** Teresa Donnelly <teresadonnelly429@gmail.com>  
**Sent:** Thursday, March 4, 2021 7:34 AM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
**Subject:** Covid laws

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

We are a small mom and pop business who's commercial tenants have not paid in over a year, have not communicated with us in anyway, ignore all our attempts to open discussion and/or negotiations and they are fully protected by SF. As well as having FREE LEGAL ADVICE to help them.

We on the other hand are at risk now of loosing our building we have owned for over 20 years and worked very hard to keep up. Paid all our taxes and mortgages and will be left with nothin in our 60's . On top of that SF offered us NO LEGAL HELP AT ALL, so we have to try to find money for a long eviction process which will exhaust our retirement savings.

SF needs to stop pandering to the though process that all tenants are down and out and that landlords are responsible for taking care of them regardless of their behavior or financial standing. The stipulations suggest they show they can not pay but one sentence takes it all away ( for any reason and you don not have to provide clear documentation )

WHEN WILL THIS STOP? When all the small property owners have lost their life savings?

From: [Board of Supervisors \(BOS\)](#)  
To: [BOS-Supervisors](#)  
Cc: [Cathy Koppa \(BOS\)](#) [Samira Afra \(BOS\)](#) [Ira Wilson \(BOS\)](#) [Carroll John \(BOS\)](#)  
Subject: FW: Gyms open but no lockers in SF.  
Date: Thursday, March 4, 2021 9:32:00 AM

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-----Original Message-----  
From: Hal Paul <halpaul@comcast.net>  
Sent: Thursday, March 4, 2021 6:05 AM  
To: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>  
Subject: Gyms open but no lockers in SF.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Please be advised that the recent regulation to open gyms but keeping locker room and shower areas closed is ridiculous. I have adhered to all requirements and I am a service employee in an agency in public health in SF.

Opening gyms and not allowing these businesses to open their facilities doesn't make sense. If you go to these gyms you can see first hand that 10% occupancy if applied to these areas of these businesses is safe.

Please get this note to the below members.

Public Safety and Neighborhood Services Committee Supervisor Gordon Mar, Chair Supervisor Catherine Stefani Vice Chair Supervisor Matt Haney, Member

I am a 4th generation San Franciscan, tax payer and liberal. Let's do the smart thing here and allow these businesses to open up as much as they can using real science.

Thank you,  
Hal

Hal Paul  
415-990-9542

halpaul@comcast.net  
https://avanara.srl-protection.com/v1/ur?o=www.linkedin.com/in/hal-paul&g=ODs4NGNmZWFnY2RnJASZA==&h=Nzg0MDINTBINTBjMU1N4U2NjZDg5YTA0Y2UyNmIjMGFjMzMSYk44ODY1YTY1YjVIMGFmNjksZGYyMTA1Nw==&p=YXAtOnNmZHQ0OmF2YW5hbGpvZmZpY2U6bnYlZmVhaWwuzX2YyYWs0RlZDY1NgAzYzYwNzYlMjQzMTEyYTdjZDI4NzIhMjc1OeYs

**From:** [Board of Supervisors, \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#); [Carroll, John \(BOS\)](#)  
**Subject:** FW: URGENT! ANTI ASIAN VIOLENCE MUST BE STOPPED  
**Date:** Thursday, March 4, 2021 10:00:00 AM

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-----Original Message-----

From: Mabel Green <mnmplusone@gmail.com>  
 Sent: Wednesday, March 3, 2021 10:49 PM  
 To: Breed, Mayor London (MYR) <mayorlondonbreed@sfgov.org>  
 Cc: Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Fewer, Sandra (BOS) <sandra.fewer@sfgov.org>; Katy.Tang@sfgov.org; Yee, Norman (BOS) <norman.yee@sfgov.org>; Stefani, Catherine (BOS) <catherine.stefani@sfgov.org>; Brown, Vallie (BOS) <vallie.brown@sfgov.org>; Mandelman, Rafael (BOS) <rafael.mandelman@sfgov.org>; Peskin, Aaron (BOS) <aaron.peskin@sfgov.org>; Kim, Jane (BOS) <jane.kim@sfgov.org>; Ronen, Hillary <hillary.ronen@sfgov.org>; Cohen, Malia (POL) <malia.cohen@sfgov.org>; Safai, Ahsha (BOS) <ahsha.safai@sfgov.org>; Senator.Wiener@senate.ca.gov; assemblymember.Chiu@assembly.ca.gov; assemblymember.Ting@assembly.ca.gov  
 Subject: URGENT! ANTI ASIAN VIOLENCE MUST BE STOPPED

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Mayor Breed,

I am a full supporter of yours and have been since before Mayor Lee passed. I'm begging you to do more to stop the violence against Asian Americans in the Bay Area. If you don't take more aggressive action NOW, this is going to become a full blown race war. Asians are going to feel that their biases against African Americans will be validated and the racial divide will grow.

I have lived in the Bay Area all my life and it's always been a melting pot of great diversity. Now it's blacks against Asians. This is not going to end well if you don't do more. More cops on foot. Offer more support to volunteer organizations in Chinatown. Hotlines to call. Create a task force. Anything!

I implore all of you to step up your game and do more for the citizens that got you where you are. If you don't take action, the Asian community may be forced to respond by retaliation rather than reason. I don't want to see this great city go down the toilet.

Signed,  
 Frustrated Bay Area Resident

**From:** [Goossen, Carolyn \(PDR\)](#)  
**To:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#)  
**Cc:** [Raju, Manohar \(PDR\)](#)  
**Subject:** Letter from Public Defender Raju regarding the future of Cameo House  
**Date:** Tuesday, March 2, 2021 11:12:38 AM  
**Attachments:** [Letter from PD Raju to Chief Fletcher regarding Cameo House 3-2-21.pdf](#)

---

Dear Supervisors and staff, hope you are all well!

Attached, please find a letter that Public Defender Raju sent to Chief Fletcher regarding the future of Cameo House, a program that serves many of our female clients and their children.

Please let us know if you have any questions.

Sincerely,  
Carolyn

Carolyn Ji Jong Goossen  
譚子莊  
She/Her/Hers  
SF Policy Director  
San Francisco Public Defender's Office  
Cell: 415-370-5621  
[carolyn.goossen@sfgov.org](mailto:carolyn.goossen@sfgov.org)



# SAN FRANCISCO PUBLIC DEFENDER

MANOHAR RAJU – PUBLIC DEFENDER  
MATT GONZALEZ – CHIEF ATTORNEY



March 2, 2021.

Dear Chief Fletcher,

My office is very concerned to learn that Cameo House, an excellent residential rehabilitation program for women in San Francisco, is in jeopardy. We urge you to work with the Center on Juvenile and Criminal Justice (CJJC) to ensure that this residential alternative sentencing program continues being funded at a level that supports not only the women who live there, but also their children.

Cameo House is one of the only programs in San Francisco that allows women to live with up to two children. Cameo House provides an environment that is structured, strict and nurturing. The presence of mothers with children help create a place where the young women residents, who have suffered great trauma, can heal.

My office has represented many people who have benefited from Cameo House and we very much want this option to remain for the people we serve. Current residents have told our attorneys and staff that they have established strong relationships at Cameo House, and don't want to be forced to leave. Our clients are fearful of losing the stability they have achieved. They are also worried at the prospect of being evicted during a pandemic due to potential exposure to COVID-19.

To be clear, Cameo House is not an "easy" program. The director of Cameo House, Rebecca Jackson, is a graduate of Delaney Street and was on staff there for 12 years. She expects and requires the women in her program to stay active and accountable.

While much is expected of the women in Cameo House, they are given the support needed to help them achieve their goals. The program has onsite case management and staff work with the women to develop individualized case management services. While at Cameo House, residents work and or continue their education. They are given guidance as they deal with issues that naturally come up as they go about their daily responsibilities. Cameo House helps women learn to live independently with their children. This allows families to stay together while giving residents the skills needed to raise their family and achieve their personal goals.

For these reasons, I am asking that the San Francisco Adult Probation Department continue funding this valuable program.

Sincerely,

A handwritten signature in black ink that reads "Manohar Raju".

Manohar Raju  
San Francisco Public Defender

Cc: Mayor Breed

**Adult Division - HOJ**  
555 Seventh Street  
San Francisco, CA 94103  
P: 415.553.1671  
F: 415.553.9810  
[www.sfpUBLICDEFENDER.ORG](http://www.sfpUBLICDEFENDER.ORG)

**Juvenile Division - YGC**  
375 Woodside Avenue, Rm. 118  
San Francisco, CA 94127  
P: 415.753.7601  
F: 415.566.3030

**Juvenile Division - JJC**  
258A Laguna Honda Blvd.  
San Francisco, CA 94116  
P: 415.753.8174  
F: 415.753.8175

**Clean Slate**  
P: 415.553.9337  
[www.sfpUBLICDEFENDER.ORG/services](http://www.sfpUBLICDEFENDER.ORG/services)

**Community Justice Center**  
P: 415.202.2832  
F: 415.563.8506

**Bayview Magic**  
P: 415.558.2428  
[www.bayviewmagic.org](http://www.bayviewmagic.org)

**MoMagic**  
P: 415.567.0400  
[www.momagic.org](http://www.momagic.org)

**From:** [Samuel Svenningsen](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Reform SF zoning to expand affordable housing options!  
**Date:** Monday, February 22, 2021 10:38:08 AM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Members of the San Francisco Board of Supervisors,

As you well know, Sacramento just became the first city in California to eliminate single-family zoning and allow small multi-family apartment buildings throughout the community.

This will significantly help alleviate their housing shortage and affordability crisis by allowing much-needed and more affordable new homes to be built across the city.

It is long past time for San Francisco to do the same, and for the Board of Supervisors to listen to your constituents who have been calling for this much-needed and long-overdue zoning reform.

Not only are San Francisco's current zoning laws exclusionary, they are perpetuating our city's housing shortage and affordability crisis by making multi-family and affordable housing so difficult to build.

Without making it easier to build more multi-family and affordable housing, SF cannot possibly add enough new homes for all who need housing here.

So I'm urging you to move swiftly to enact meaningful zoning reform that will allow for more multi-family and affordable housing to be built throughout the city.

San Francisco is known across the world for its shameful housing and homelessness crisis, and this long-overdue reform to our antiquated zoning laws is a vital first step in a better direction.

Samuel Svenningsen  
svenningsensamuel@gmail.com

San Francisco, California 94117

**From:** [Svetoslav Svetoslavov](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Registration and License Fees  
**Date:** Friday, February 19, 2021 2:27:39 PM  
**Attachments:** [Screen Shot 2021-02-19 at 2.25.51 PM.png](#)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Members of the Board of Supervisors,

I represent the Unified Tattoo and Body Art Shops of San Francisco. Please support Supervisor Stefani's legislation to waive 2020 registration and license fees for businesses ordered to close down by the health officer. In 2020 there were 84 registered Body Art facilities and 412 licensed Tattoo and Body Art practitioners. Annual facility registration is \$1710 and individual licenses are \$125. All fees for Tattoo and Body Art for 2020 could be waived for \$195,140.

San Francisco's Tattoo and Body Art community is extremely diverse. More than half of our businesses are owned by women and people of color. Over one third of licensed Body Art Practitioners are women, one third are people of color and many are both. Our community also has a significant number of queer and trans shop owners and practitioners.

Since 2019 the City has seen 16 Body Art businesses dissolve. It is unknown if they disappeared or merely went underground. Our sector is unable to participate in the Shared Spaces program and we have not qualified for grants and loans. We were closed for seven months in 2020 and over one month, so far, in 2021. These unpredictable closures wreak havoc on our ability to maintain our clientele and reestablish and sustain our businesses. Our fees are too high to continue paying through closures on top of owed rent and bills. Deferrals only create a backlog of insurmountable debt and add to our already overwhelming struggle. Please save Tattoo and Body Art shops and encourage the waiving of our fees and registration for 2020. Thank you.

Best,

(signed)



Best,

**Svetlyo** (Svetoslav Svetoslavov), owner



**Dream Masters  
 Custom Tattoos  
 Sweden LLC**

<https://www.dream-masters.com>  
[svetlyo@dream-masters.com](mailto:svetlyo@dream-masters.com)

228 Columbus Ave,  
 San Francisco CA  
 94133

work: (415)277-7204



**Inktrek LLC San Francisco  
 Tattoo Supply Company**

<https://www.inktrek.com>  
[info@inktrek.com](mailto:info@inktrek.com)

228 Columbus Ave,

*San Francisco CA 94133*  
*work: (415)277-7204*

**From:** [Beth Gould](#)  
**To:** [BOS-Supervisors](#)  
**Subject:** Registration fees for practitioners  
**Date:** Friday, February 19, 2021 4:50:38 PM

---

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Dear Members of the Board of Supervisors,

I represent the Unified Tattoo and Body Art Shops of San Francisco. Please support Supervisor Stefani's legislation to waive 2020 registration and license fees for businesses ordered to close down by the health officer. In 2020 there were 84 registered Body Art facilities and 412 licensed Tattoo and Body Art practitioners. Annual facility registration is \$1710 and individual licenses are \$125. **All fees for Tattoo and Body Art for 2020 could be waived for \$195,140.**

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Best,  
Beth Gould  
Sf tattooer

**From:** [Mchugh, Eileen \(BOS\)](#)  
**To:** [Young, Victor \(BOS\)](#)  
**Cc:** [BOS-Supervisors](#); [BOS-Legislative Aides](#); [BOS-Administrative Aides](#); [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [BOS Legislation, \(BOS\)](#)  
**Subject:** RESULTS - Outside Boards and Commissions Poll  
**Date:** Tuesday, March 2, 2021 8:04:20 PM  
**Attachments:** [Outside Boards and Commission Poll 3.2.21..pdf](#)

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Hello,

Please see the attached results from the Outside Boards and Commissions poll.

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](mailto:eileen.e.mchugh@sfgov.org) | [www.sfbos.org](http://www.sfbos.org)



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## MEMORANDUM

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Date: March 2, 2021  
To: Victor Young, Rules Committee Clerk  
From: *ACC* Angela Calvillo, Clerk of the Board  
Subject: Outside Boards and Commissions Polls

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On February 23, 2021, we surveyed each District office to determine interest in serving on the following outside boards and commissions. Please see the outcome below based on responses and the seniority Rule. We will work with the Rules Committee Chair to schedule the following nominations.

The following compensated outside policy bodies have current vacancies for Board Members:

- California State Association of Counties (CSAC) (Reimbursed for up to \$1,000) - 1 Alternate Member (Seat 2)
  - No Supervisor expressed interest in the alternate seat.
- Golden Gate Bridge, Highway and Transportation District (GGBHTD) - 3 Members (Seats 5, 7 and 8)
  - Supervisor Stefani expressed interest in serving on this body; therefore, her name will be forwarded to the Rules Committee for consideration.
- Local Agency Formation Commission (LAFCo) (Stipend \$100 per meeting) - 2 Members (Seats 2 and 3), 1 Alternate Member (Seat 5) (Does not count toward restrictions)
  - No Supervisor expressed interest in the vacant seats on this body.

The following non-compensated policy bodies have current vacancies for Board Members.

- Health Authority - 1 Member Seat (Seat 1)
  - No Supervisor expressed interest in the vacant seat on this body; therefore, the Commission will not have Board of Supervisors representation.
- Transbay Joint Powers Authorities Board of Directors - 1 Member (Seat 2)
  - Supervisor Mandelman expressed interest in serving on this body; therefore, his name will be forwarded to the Rules Committee for consideration.
- San Francisco Int'l Airport (SFO) Community Roundtable - 1 Alternate Member (Seat 2)
  - No Supervisor expressed interest in the alternate seat.
- Urban Counties Caucus - 1 Member (Seat 1)
  - No Supervisor expressed interest in the vacant seat on this body; therefore, the Commission will not have Board of Supervisors representation.

For all the remaining vacancies, we will poll again in June 2021.

Please include a copy of this memo, including the attachments, into each file.

c: Members, Board of Supervisors  
Aaron Peskin, Rules Committee Chair  
Alisa Somera, Legislative Deputy  
Legislative File  
Each Outside Board or Commission Clerk

**From:** [San Francisco Tenants Union](#)  
**To:** [BOS Clerks Office \(BOS\)](#); [Board of Supervisors \(BOS\)](#)  
**Cc:** [Chan, Connie \(BOS\)](#); [Stefani, Catherine \(BOS\)](#); [Peskin, Aaron \(BOS\)](#); [Mar, Gordon \(BOS\)](#); [Preston, Dean \(BOS\)](#); [Haney, Matt \(BOS\)](#); [Melgar, Myrna \(BOS\)](#); [Mandelman, Rafael \(BOS\)](#); [Ronen, Hillary](#); [Walton, Shamann \(BOS\)](#); [Safai, Ahsha \(BOS\)](#)  
**Subject:** Tenants Union opposes fee waivers for ADUs  
**Date:** Monday, March 1, 2021 4:13:38 PM  
**Attachments:** [image001.wmz](#)  
[image002.png](#)  
[oledata.mso](#)  
[ADU Fee Waiver Opposition by SF Tenants Union.doc](#)

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

558 Capp Street • San Francisco CA • 94110 • (415)282-6543 • [www.sftu.org](http://www.sftu.org)

Dear Board of Supervisors,

We write in opposition to file number 210030 - version 1, Fee Waivers for ADUs until current local ADU policy is reviewed and repaired. While we understand the intention is to incentivize more housing construction, which we support, ADUs were originally sold as creating rent-controlled housing. Now thanks to AB 68, that is no longer guaranteed. **So we object to rewarding market rate housing that will never be rent controlled with a bonus up front of a fee waiver.**

We supported then - Supervisor Weiner's pilot program for ADUs in District 8 once he agreed to make them rent controlled. In some cases, such as in single-family homes, owners had to agree to a Costa Waiver in order to build. That was a good local policy solution that actually expanded our rent controlled housing stock. Now, thanks to Assemblyman Ting's AB 68 it is debatable whether existing and new ADUs will be rent controlled, as everything becomes ministerial, according to the planning department's interpretation of state law. If the Board of Supervisors will write legislation or work with Assembly Ting's office to amend AB 68 and restore rent control and Just Cause protections to all ADUs, we might support fee waivers.

Additionally, for the past three years we have been very vocal in pointing out the problems that renovation permits (often hidden in streamlined ADU plans) can have for existing tenants in buildings, including single-family home tenants. Architectural plans disregard the living situations of existing tenants and the contractual terms of their existing leases, taking away what is not "unused space." The planning department does not want to be an arbitrator in tenant / owner disputes so they just approve permits which violate tenants' leases and then brush off tenant complaints with the excuse that it can be sorted out at the Rent Board. **There is a lack of understanding by many city officials including the Board of Supervisors what the Rent Board actually does.**

We've met with the offices of Supervisors Mandelman, Safai, Peskin and Preston (before he was elected) for years on this issue, but the problem of "renovictions" remains and no fix of the approval system seems forthcoming.

So here we are, with one city department violating Rent Ordinance rights that were established and overseen by a different city department. It could be so easy to fix cross-departmental policy and communication problems, were there the will.

We thank you for your time but ask you to put this on hold until the larger problems or rent control and tenant protections are addressed.

Sincerely,

San Francisco Tenants Union Steering Committee

*Cc: Supervisors Chan, Stefani, Peskin, Mar, Preston, Haney, Melgar, Mandelman, Ronen, Safai, Walton, Assemblyman Ting, Director Hillis, and the Clerk's Office*



S A N • F R A N C I S C O  
T E N A N T S • U N I O N

558 Capp Street • San Francisco CA • 94110 • (415)282-6543 • [www.sftu.org](http://www.sftu.org)

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Sincerely,

San Francisco Tenants Union Steering Committee

*Cc: Supervisors Chan, Stefani, Peskin, Mar, Preston, Haney, Melgar, Mandelman, Ronen, Safai, Walton, Assemblyman Ting, Director Hillis, and the Clerk's Office*

**From:** [Board of Supervisors. \(BOS\)](#)  
**To:** [BOS-Supervisors](#)  
**Cc:** [Calvillo, Angela \(BOS\)](#); [Somera, Alisa \(BOS\)](#); [Ng, Wilson \(BOS\)](#)  
**Subject:** FW: S.F. Japantown businesses owe tens of thousands in rent. Can the area survive without them?  
**Date:** Thursday, March 4, 2021 12:04:00 PM

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**From:** Kathy Kojimoto <kathykojimoto@gmail.com>  
**Sent:** Thursday, March 4, 2021 11:16 AM  
**To:** Board of Supervisors, (BOS) <board.of.supervisors@sfgov.org>; Mar, Gordon (BOS) <gordon.mar@sfgov.org>; MelgarStaff (BOS) <melgarstaff@sfgov.org>; Walton, Shamann (BOS) <shamann.walton@sfgov.org>  
**Subject:** S.F. Japantown businesses owe tens of thousands in rent. Can the area survive without them?

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March 4, 2021

SF Board of Supervisors -

This article is disconcerting but mirrors so much what is going on from SF Chinatown to SF Japantown (one of three on the West Coast) could possibly “vanish” or be buried with owing thousands of rent in businesses long shutter due to the pandemic. As SF eases into the “red” tier and considers gradually and safely reopening indoor business - SF needs to consider the long term impact the pandemic has caused on this iconic and special neighborhood that has suffered more due to the increase of Anti Asian incidents.

I hope that the SF Board of Supervisors can work with those in SF Chinatown and SF Japantown with small businesses landlords and work on a plan for restorative and recovery due to the pandemic. -

Kathy Kojimoto

S.F. Japantown businesses owe tens of thousands in rent. Can the area survive without them?

<https://www.sfchronicle.com/local/article/S-F-Japantown-businesses-owe-tens-of-thousands-15998985.php>