

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:*

628-220-2080

*(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; and (3) wear a face covering.
  - Noting 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 should avoid indoor settings with crowds.
  - 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.sfcdcp.org/ventilation](http://www.sfcdcp.org/ventilation))
- 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) Personnel must remain at least six feet away from others outside their Household at all times.
  - (3) A copy of the “Take a Break Safely” Poster (available online at [sf.gov/file/covid-break-room](http://sf.gov/file/covid-break-room)).
  - (4) A sign regarding ventilation as listed above ([www.sfcdcp.org/ventilation](http://www.sfcdcp.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.sfcdcp.org/screen](http://www.sfcdcp.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.sfcdcp.org/screen](http://www.sfcdcp.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)
- When possible, provide for contactless payment systems. 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) Occupancy postings have been place outside all applicable areas in the building for meeting spaces. Elevators limited to 2 persons
- Limit the number of patrons in the business at any one time to: per cab except during peak hours - up to 4 persons per cab.
- 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: Public events are held virtually whenever possible. Any scheduled in person public event will comply with updated requirements per Appendix C-2, Section 13.c.3.

### CLEANING MEASURES

- Ensure that all high-touch or regularly used surfaces, as well as commonly-used areas like break rooms, bathrooms, and other common areas, are cleaned in line with current guidance from the United States Centers for Disease Control and Prevention at least once daily, or more frequently if required by industry standards. Unless otherwise required by another Health Officer order or directive, cleaning does not have to occur after each individual patron touches a surface unless patron appears symptomatic or there is visible contamination from nasal or oral secretions.
- Provide disinfecting wipes that are effective against SARS-CoV-2 near shopping carts, shopping baskets, and high-touch surfaces and provide hand sanitizer
- 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
- 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
- Optional—Describe other measures (e.g., providing hours for unvaccinated older adults or high-risk people):

### INDUSTRY-SPECIFIC DIRECTIVES

Disinfecting wipe stations have been place inside break room areas along with signage to wipe before and after use. Virex disinfectant mist spray is used on frequently touched areas.

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

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

(additional page(s)) Page 3 of 3

Business name: Bay Area Metro Center  
Facility Address: 375 Beale Street, San Francisco, CA 94105

Health Screening Checklist has been replaced with new guidance and will be completed by security staff of individual vendors and all building staff.

Rincon Access to comply with Social Distancing efforts. Signage has been posted to comply with face covering requirement outdoors and to maintain 6 feet social distance requirements.

Ventilation Guidance has been reviewed to ensure the building is in compliance and meets or exceeds the required criteria. (Ventilation Strategy: The building has a fully functional HVAC system operating with a MERV-14 charcoal activated filtration system.)