

Checklist

Health Officer Directive No. 2020-18c (Exhibit B) Health and Safety Plan (issued 3/23/2021)

Each Office 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.)

- ☐ Office Facility is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-18, available at www.sfdph.org/directives.
- ☐ Completed any necessary adjustments to the layout of the Office Facility to allow for proper social distancing.
- ☐ Plumbing is functioning and, if the Office Facility was dormant, the pipes are flushed.
- ☐ Completed any necessary improvements to the ventilation of the Office Facility.
- ☐ Require Personnel to comply with social distancing requirements and to limit the number of people in the Office Facility at a given time, consistent with the requirements in the Stay-Safer-At-Home Order.
- ☐ Modified policies for using elevators and stairs, including placing signage regarding any applicable limits on use of elevators.
- ☐ Added all required signage to entrances and employee break rooms.
- ☐ Personnel and members of the public who enter the Office Facility are required to wear Face Coverings as provided in the Face Covering Order.
- ☐ Implemented daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol.
- ☐ Implemented sanitization requirements.
- ☐ 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 at least once a day.

Additional Requirement Applicable to Non-Essential Businesses:

- ☐ Adjusted maximum occupancy rules based on the size of the facility to limit the number of people (including Personnel and members of the public) in the Office Facility.

Additional Measures

- Explain:
- Placement of hand sanitizer in communal areas. Supplies available as of 03/24/2021 and may be limited thereafter.
 - Door propping of restroom doors to reduce the number of frequently touched areas.
 - Posted disinfecting/cleaning schedule checklist inside restrooms
 - Using Virex disinfectant cleanser on frequently touched surfaces.
 - Posted elevator occupancy signage for maximum capacity in compliance with Social Distancing protocol.