

**Checklist****Health Officer Directive No. 2020-18 (Exhibit B)**  
**Health and Safety Plan** (issued 6/13/2020)

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:* Bay Area Metro Center

*Contact name:* Ebony Horace

*Facility Address:* 375 Beale Street, San Francisco, CA

*Contact telephone:* 628-220-2080

*(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 <http://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.
- ☒ Developed a plan to ensure Personnel 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-Safe-at-Home Order.
- ☒ Modified policies for using elevators and stairs, including placing signage regarding any applicable limits on use of elevators.
- ☒ Personnel and members of the public who enter the Office Facility are required to wear Face Coverings as provided in the Face Covering Order.
- ☒ Developed and implemented a plan and implement daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol.
- ☒ Developed and implemented a plan and 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 routinely throughout the 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 6/1/2020 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.