**Business name:** Click or tap here to enter text.

**Facility Address:** Click or tap here to enter text.

**You may contact the following person with any questions or comments about this protocol:**

**Name:** Click or tap here to enter text. **Phone number:** Click or tap here to enter text.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Each businesses that is subject to Health Officer Directive No. 2020-11 must create, post, and educate Personnel regarding a Health and Safety Plan that addresses each item listed below. The business may use this fillable form to complete the requirement or may create its own document that addresses each of these items. The business should provide details, such as explaining where items are posted, how it educates Personnel, or how it does other things that are required. If an item does not apply, the business may write “N/A” or “none” or “does not apply” and also provide any relevant information to explain why an item is inapplicable if there is any potential for confusion. A form-fillable electronic document for this purpose is available online at** [**www.sfcdcp.org/covid19**](https://www.sfcdcp.org/covid19) **(open the “Businesses and Employers” area of the “Information and Guidance for the Public” section).**

1. ***Section 1 – Signage and Education***:
   1. Post signage at each public entrance of the facility or location (if any) to inform all Personnel and customers that they must: avoid waiting in line or entering the facility or location if they have a cough or fever, maintain a minimum six-foot distance from one another while in line or in the facility or location, wear a face covering or barrier mask (a “Face Covering”) at all times, and not shake hands or engage in any unnecessary physical contact. Criteria for Face Coverings and the requirements related to their use are set forth in Health Officer Order No. C19-12, issued on April 17, 2020 (the “Face Covering Order”). Sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.  
      Click or tap here to enter text.
   2. Post a copy of the Social Distancing Protocol at each public entrance to the facility or location.  
      Click or tap here to enter text.
   3. Post a copy of the Health and Safety Plan at each public entrance to the facility or location.  
      Click or tap here to enter text.
   4. Distribute to all Personnel copies of the Social Distancing Protocol and the Health and Safety Plan (or a summary of each item with information on how copies may be obtained) and any educational materials required by the Health and Safety Plan.  
      Click or tap here to enter text.
   5. Create and implement an education plan for all Personnel covering all items required in the Social Distancing Protocol and the Health and Safety Plan that apply to them.  
      Click or tap here to enter text.
   6. Update the Health and Safety Plan as appropriate while the Directive is in effect.  
      Click or tap here to enter text.
2. ***Section 2 – Personnel and Customer Protection and Sanitation Requirements***:
   1. Instruct all Personnel orally and in writing not to come to work or the facility if they are sick.  
      Click or tap here to enter text.
   2. Provide a copy of the attachment to this Exhibit, titled “Information for Personnel (Employees, Contractors, Volunteers) of Additional Business and Other Businesses Permitted To Operate During the Health Emergency” (the “Attachment”), to all Personnel who regularly work at the facility or location in hardcopy format or electronically. PDF and translated versions of the Attachment can be found online at [www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19) (open the “Businesses and Employers” area of the “Information and Guidance for the Public” section). If the Attachment is updated, provide an updated copy to all Personnel.  
      Click or tap here to enter text.
   3. Review the criteria listed in Part 1 of the Attachment on a daily basis with all Personnel in the City who regularly 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 Manufacturing Business does not directly interact with some Personnel onsite daily, then that Manufacturing Business must for those Personnel (1) instruct such Personnel to review the criteria before each shift in the City and (2) have such Personnel report to the Manufacturing 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 question in Part 1 of the Attachment to return home or not come to work and follow the directions on the Attachment.  
      Click or tap here to enter text.
   4. Instruct Personnel who stayed home or who went home based on the criteria listed on the Attachment that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available online at [www.sfdph.org/dph/alerts/coronavirus-healthorders.asp](https://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp)) 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 after waiting for the amount of time listed on the Attachment after their symptoms have resolved. 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 Attachment.  
      Click or tap here to enter text.
   5. In the coming weeks the Department of Public Health may issue guidelines requiring Manufacturing Businesses and other permitted businesses to comply with COVID-19 testing requirements for employers and businesses. Periodically, check the following website for any testing requirements for employers and businesses: [www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19). If requirements are added, ensure that the Health and Safety Plan is updated and that the Manufacturing Business and all Personnel comply with testing requirements.  
      Click or tap here to enter text.
   6. If an aspect of the Manufacturing Business is allowed to operate and is covered by another directive (such as for delivery of goods, which is covered by Directive No. 2020-06), then the Manufacturing Business 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/dph/alerts/coronavirus-healthorders.asp>.  
      Click or tap here to enter text.
   7. Instruct all Personnel and customers to maintain at least six-feet distance from others, including when in line and when shopping or collecting goods on behalf of customers, except when momentarily necessary to facilitate or accept payment and hand off items or deliver goods. Note that if the Manufacturing Business cannot ensure maintenance of a six-foot distance within the 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 facility accordingly. The maximum number of Personnel permitted by Appendix C-1 to the Stay-Safe-At-Home Order may be too high for such an entity to safely operate, and the number must be reduced in that instance.  
      Click or tap here to enter text.
   8. 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 Manufacturing Business should be aware of those exceptions (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.  
      Click or tap here to enter text.
   9. If customers wait in line outside or inside any facility or location operated by the Manufacturing Business, require customers to wear a Face Covering while waiting in line outside or inside the facility or location. This includes taking steps to notify customers they will not be served if they are in line without a Face Covering and refusing to serve a customer without a Face Covering, as further provided in the Face Covering Order. The Manufacturing Business may provide a clean Face Covering to customers while in line. For clarity, the transaction must be aborted if the customer is not wearing a Face Covering. But the Manufacturing Business must permit a customer to obtain service who is excused by the Face Covering Order from wearing a Face Covering, including by taking steps that can otherwise increase safety for all.  
      Click or tap here to enter text.
   10. Provide a sink with soap, water, and paper towels for handwashing, for all Personnel working onsite at the facility or location and for customers. 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 who work off-site, such as driving or delivering goods, must be required to use hand sanitizer throughout their shift.  
       Click or tap here to enter text.
   11. Provide hand sanitizer effective against COVID-19 at 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 Personnel who are on-site at the Manufacturing Business’s location. But for Personnel who shop, deliver, or drive in relation to their work, the Manufacturing Business must provide hand sanitizer effective against COVID-19 at all times; for any period during which the Manufacturing Business does not provide sanitizer to such shopping, delivery, or driving Personnel, the Manufacturing Business is not allowed for that aspect of its service to operate in the City. Information on hand sanitizer, including sanitizer effective against COVID-19 and how to obtain sanitizer, is available online from the Food and Drug Administration here: <https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-19>.  
       Click or tap here to enter text.
   12. 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; 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 the virus that causes COVID-19 can be found online here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.  
       Click or tap here to enter text.
   13. Ensure that all shared devices or 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.  
       Click or tap here to enter text.
   14. 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 Manufacturing Business) are used and discarded after each use or hand sanitizer is used after each interaction.  
       Click or tap here to enter text.
   15. 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.  
       Click or tap here to enter text.
   16. For any facility or location operated by the Manufacturing Business 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.  
       Click or tap here to enter text.
   17. 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.  
       Click or tap here to enter text.
   18. Suspend use of any microwaves, water coolers, drinking fountains, and other similar group equipment for breaks until further notice.  
       Click or tap here to enter text.
   19. When possible, provide a barrier between the customer and the cashier such as a plexi-glass 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.  
       Click or tap here to enter text.
   20. 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.  
       Click or tap here to enter text.
   21. 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.  
       Click or tap here to enter text.
   22. If an employee or other Personnel tests positive for COVID-19, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available online at [sf.gov/business-guidance-if-staff-member-tests-positive-covid-19](https://sf.gov/business-guidance-if-staff-member-tests-positive-covid-19).  
       Click or tap here to enter text.
   23. Post signs to advise customers of the maximum line capacity to ensure that the maximum number of customers in line is not exceeded. Once the maximum number of customers is reached, customers should be advised to return later to prevent buildup of congestion in the line.  
       Click or tap here to enter text.
   24. Place tape or other markings on the sidewalk or floor at least six feet apart in customer line areas with signs directing customers to use the markings to maintain distance.  
       Click or tap here to enter text.
   25. 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.  
       Click or tap here to enter text.
   26. Ensure that all Personnel who select items on behalf of customers wear a Face Covering when selecting, packing, and/or delivering items.  
       Click or tap here to enter text.
   27. 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.  
Click or tap here to enter text.

* 1. Assign Personnel to keep soap and paper towels stocked at sinks and handwashing stations at least every hour and to replenish other sanitizing products.  
     Click or tap here to enter text.

1. ***Section 3 – Other Requirements***:
   1. On May 12, 2020, the State of California issued industry guidance titled “COVID-19 Industry Guidance: Manufacturing” (the “Industry Guidance”), which is available online at <http://covid19.ca.gov/pdf/guidance-manufacturing.pdf>. A copy of the Industry Guidance is attached to the Directive as Exhibit B and is incorporated into the Directive by this reference. The Manufacturing Businesses must review the Industry Guidance and must address each of the considerations and requirements listed in the Industry Guidance in the Manufacturing Business’s Health and Safety Plan. The Manufacturing Businesses must updated its Health and Safety Plan based on any updates to the Industry Guidance in the future. The Health and Safety Plan must ensure that all Personnel, customers, and members of the public are protected.  
        
      **NOTE – Your Health and Safety Plan must address all items in the Industry Guidance. You can address them in responses to other items listed in this document (as appropriate), you can provide detailed information in this section, you can use the space at the end of this document for additional information, and/or you can attach additional pages.**  
        
      Click or tap here to enter text.
   2. The Health Officer may revise this Directive and add additional requirements in the future in order to ensure that Manufacturing Businesses are operated in the safest possible manner during this pandemic.  
      Click or tap here to enter text.

**Additional Information (use this space to provide additional information or attach extra pages as needed)**

Click or tap here to enter text.