

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:

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 <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: