

## 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: