

Order No. C19-07c - Appendix A: Social Distancing Protocol (revised 4/29/2020)

Business name: **Juvenile Probation Department**

Facility Address: 375 Woodside Ave, SF, CA 94127

Approximate gross square footage of space open to the public: Approximately 100,000 square feet.

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage:

- Signage at each public entrance of the facility to inform all personnel and customers that they should: avoid entering the facility if they have a cough, fever, or other COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear a face covering, as required; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Personnel Health (check all that apply to the facility):

- Everyone who can carry out their work duties from home has been directed to do so.
- All personnel have been told not to come to work if sick.
- Symptom checks are being conducted before personnel may enter the work space.
- Personnel are required to wear a face covering, as required by Order No. C19-12.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms:
 - Bathrooms:
 - Other (All doors/hardware/stairwell/benches):
- Disinfectant and related supplies are available to all personnel at the following location(s): All office suite areas, Manager's offices.
- Hand sanitizer effective against COVID-19 is available to all personnel at the following location(s): Entry points into buildings, all office suites, public accessible areas.
- Soap and water are available to all personnel at the following location(s): Restrooms, authorized utensil washing areas.
- Copies of this Protocol have been distributed to all personnel.
- Optional—Describe other measures: Enhanced Cleaning Protocol per the City Administrator, dated March 13,2020 for City departments and agencies.

Measures To Prevent Crowds From Gathering (check all that apply to the facility):

- Limit the number of customers in the store at any one time to [Click or tap here to enter text.](#), which allows for customers and personnel to easily maintain at least six-foot distance from one another at all practicable times.

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- Post personnel at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain: [Click or tap here to enter text](#).
- Optional—Describe other measures: Courtrooms are under the Sheriff's Dept. jurisdiction

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- All personnel have been instructed to maintain at least six feet distance from customers and from each other, except personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Optional—Describe other measures: [Click or tap here to enter text](#).

Measures To Prevent Unnecessary Contact (check all that apply to the facility):

- Preventing people from self-serving any items that are food-related.
 - Lids for cups and food-bar type items are provided by personnel; not to customers to grab.
 - Bulk-item food bins are not available for customer self-service use.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly. Describe: [Click or tap here to enter text](#).
- Optional—Describe other measures (e.g., providing senior-only hours): [Click or tap here to enter text](#).

Measures To Increase Sanitization (check all that apply to the facility):

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Personnel are assigned to disinfect carts and baskets after each use.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
- All payment portals, pens, and styluses are disinfected after each use.
- All high-contact surfaces are disinfected frequently.
- Optional—Describe other measures: Enhanced Cleaning Protocol per the City Administrator, dated March 13,2020 for City departments and agencies.

* Any additional measures not included here should be listed on separate pages and attached to this document.

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

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