

### Health Officer Directive No. 2020-18b (Exhibit B) Health and Safety Plan (issued 10/27/2020)

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. 2020-18b, available at [www.sfdph.org/directives](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.
- Require Personnel to 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-Safer-At-Home Order.
- Modified policies for using elevators and stairs, including placing signage regarding any applicable limits on use of elevators.
- Added all required signage to entrances and employee break rooms.
- Personnel and members of the public who enter the Office Facility are required to wear Face Coverings as provided in the Face Covering Order.
- Implemented daily COVID-19 symptom self-verifications for all Personnel as required by the Social Distancing Protocol.
- 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: