



Stay Informed: Notice of Allowances and Restrictions of Indoor and Outdoor Activity

In alignment with the State’s recommendations, San Francisco has reopened at the State’s Yellow Tier starting May 6, 2021, allowing some additional activities and increasing capacity for those previously allowed in the Orange Tier. The decision to reopen balances the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down, and more people are vaccinated, **there remains a risk that people who you come into contact with may have COVID-19.** Most COVID-19 infections are caused by people who have no symptoms of illness and to date, only about 50% of people you may come into contact with in San Francisco are fully vaccinated. We are seeing surges in other parts of the country and the world, increasingly impacting younger adults. Therefore, **the opening of sectors does not necessarily signify that these activities are “safe” but getting fully vaccinated can help us get there.**

We have made our best efforts to create guidance to help these activities and sectors provide safer environments for workers and the public. However, this requires that everyone do their part to make these activities as safe as possible. Getting vaccinated is the single most important action eligible people can take; other critical actions include wearing a well-fitted mask that covers your mouth and nose in all recommended settings (refer to [Face Covering Health Order](#) and [Gatherings Directives](#) for more information), avoiding indoor settings to the extent possible, getting tested and isolating if you are ill, and complying with additional health protocols required of open businesses. People at risk for severe illness from COVID-19 — such as older adults, people with health risks, and those who live with or care for them are urged to get fully vaccinated. If you are fully vaccinated (i.e., 14 days have passed since your final dose), you can feel safer about your own health risks when participating in activities permitted by our state and local health departments. However, please consider the possible risk your exposure may have on those around you, especially those you live with and those who are unvaccinated, when you take part in activities that involve people outside your household.

Any prior changes in business capacities and other activities required under Yellow Tier amendments to Directives or Health Orders must have been implemented by their respective effective dates, and any new changes will take effect by May 6, 2021. If cases rise, the Health Officer may further restrict or suspend other activities currently allowed under Health Officer Order C19-07.



Notice of Suspension or Restrictions of Indoor and Outdoor Activity
Version: 05/06/21

San Francisco continues to operate at a suspended level of COVID-19 cases. All current restrictions remain in place to ensure public health and safety. Businesses and individuals are encouraged to follow the guidance provided in this notice. For more information, please refer to the [Health Officer Order C19-07](#) and the [Business Capacities and Activities Table \(BCAT\)](#).

Business Category	Business Type	Restrictions	Effective Date
Food	Restaurants, Bars, Brewpubs, etc.	Indoor capacity limited to 50% of pre-COVID-19 capacity. Outdoor capacity limited to 25% of pre-COVID-19 capacity. Masking required.	05/06/21
Retail	Retail stores, etc.	Indoor capacity limited to 25% of pre-COVID-19 capacity. Masking required.	05/06/21
Services	Salons, spas, etc.	Indoor capacity limited to 25% of pre-COVID-19 capacity. Masking required.	05/06/21
Healthcare	Hospitals, clinics, etc.	Operating normally with enhanced safety protocols.	05/06/21
Education	Schools, etc.	Operating normally with enhanced safety protocols.	05/06/21
Government	City offices, etc.	Operating normally with enhanced safety protocols.	05/06/21

Business Capacities and Activities Table or BCAT

The allowed activities and restrictions on capacity limits ordered by the Health Officer as of May 6, 2021 are summarized in the Business Capacities and Activities Table ([BCAT](#)). Suspended or restricted businesses may still engage in Minimum Basic Operations as defined in Health Officer Order C19-07. All impacted people and entities are required to adhere to these new limits and must otherwise continue to monitor and comply with all applicable Health Orders and Directives. The [Health Order](#) and [Directives](#) take precedence over any discrepancies listed in the [BCAT](#).

Refer to the [BCAT](#) ([English](#), [Chinese](#), [Spanish](#), [Tagalog](#), [Vietnamese](#), [Russian](#)) for a summary of all current restrictions, limitations and suspensions.



Tips and Frequently Asked Questions for Opening Office Facilities During COVID-19

UPDATED May 6, 2021

The following guidance was developed by the San Francisco Department of Public Health (SFDPH) and is posted at <https://www.sfcddcp.org>. This interim guidance may change as knowledge, community transmission, and availability of PPE and testing change.

AUDIENCE: Businesses who bring Personnel back to office facilities during the COVID-19 pandemic in compliance with Directive 2020-18 or other [Directives](#) or [Health Orders](#).

PURPOSE: This document promotes best practices to prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community. This document supplements, but does not replace, requirements in any Directives or Health Orders.

Summary of revisions since previous versions

- Review the [Business Capacities and Activities Table \(BCAT\)](#): any restrictions shown in the BCAT take precedence if there is conflicting information in this document
- Nonessential offices capacity limits up to 50%
- Indoor conference rooms and meetings capacity limits up to 50%
- Added additional resource links for vaccinated individuals on quarantine and safer social interactions.
- Highlighted that SFDPH does not recommend temperature measurement. This practice may still be a requirement by the State or regulatory agency

COVID-19 Information

How Does Covid-19 Spread?

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

Larger droplets. These larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.

Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite), however this is less common.



COVID-19 Prevention

[Wash your hands often with soap and water](#). If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.

[Avoid Close Contact](#). To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don't live in your Household.

[Wear a Face Covering](#). Cover your mouth and nose with a Face Covering in public settings and when around people who don't live in your Household.

[Routinely clean and disinfect](#) frequently touched surfaces. Refer to [CDC guidance](#) to decide how frequently to clean or disinfect a workplace or business to minimize the risk of COVID-19 transmission. Industry-specific regulations (e.g, CalOSHA) should be followed if they require more frequent cleaning or disinfection.

[Monitor Your Health Daily](#). Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and get tested.

CA Notify - Help Slow the Spread the COVID-19

CA Notify (canotify.ca.gov) is an app you can add on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

If you are using **CA Notify** and you test positive, your diagnosis will not be shared with others. However, if other people were in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using **CA Notify** and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

COVID-19 vaccine is here

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC, and California's own Scientific Safety Review Workgroup have reviewed data from clinical trials to ensure the safety and effectiveness of COVID-19 vaccines. **We strongly encourage all persons to get vaccinated.** The first vaccines approved in the US are about 95% effective in preventing sickness from COVID-19, however we do not know how well they prevent infections that do not cause symptoms. While the vaccine probably prevents some of these "asymptomatic infections", so far we do not know how well they do that. This means that we do not know if those who get the vaccine could still carry the virus and transmit it to others, including [those who have increased risk for severe illness or death](#). Therefore, it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wear a mask that covers your mouth and nose when outside your home, avoid get-togethers/gatherings, avoid being indoors with people you don't live with, stay at least 6 feet away from others, and wash your hands after touching shared objects or after touching your face. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

If you have received the COVID-19 vaccine, please read more about whether you need to quarantine at: www.sfcddp.org/quarantineaftervaccination. Information on safer social interactions for vaccinated individuals is at: www.sfcddp.org/lifeaftervaccine.



Flu Vaccination

Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. During flu season, strongly encourage all personnel to get a flu shot. Post signage to encourage flu vaccine among clients, customers, visitors, and others.

Indoor Risk

Scientists agree that the risk of transmitting COVID-19 is generally much greater indoors than outdoors. Consider the increased risk to yourself and your community while planning for office opening or expansion. Any increase in the number of people indoors or the length of time spent indoors increases risk. Small rooms, narrow hallways, small elevators, weak ventilation all increase indoor risk. Each activity that can be done outdoors, remotely, by teleconference reduces risk. Consider outdoor covered walkway to avoid line to check in. Consider having a single person come to the office to represent a group that teleconferences.

The Role of Ventilation

Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- removing air containing droplets and particles from the room,
- diluting the concentration of droplets and particles by adding fresh, uncontaminated air,
- filtering room air, removing droplets and particles from the air

Make Necessary Ventilation Improvements, if Feasible, Including:

- Open windows to increase natural ventilation with outdoor air when health and safety allow. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
 - Do not prop or wedge open fire doors. Continue to follow fire and building safety requirements.
 - If open windows pose a risk of falls for children, use window locks to keep windows from opening more than 4 inches, or other safety devices to prevent falls.
- If your location has an HVAC system (sometimes called mechanical ventilation, forced air, or central air), follow the recommendations in [SFDPH Ventilation Guidance](#). Prioritize maximizing the intake of outdoor air and minimizing recirculated air during the COVID-19 pandemic.
 - Make sure the HVAC system is checked by a professional and is working properly.
 - Open outdoor air dampers and close recirculation dampers (“economizers”). This will maximize the amount of outdoor air that the HVAC system takes in and minimize the amount of indoor air that is recirculated.
 - If you can use higher-efficiency air filters without reducing airflow or damaging your HVAC system, use air filters rated MERV13 or better.
 - Disable “demand-control ventilation controls” so fans keep running even when a room doesn’t need to be heated or cooled.
 - Keep the HVAC system running even when the building is not being used, if you can. If your HVAC system has a timer, set it to run, at a minimum, from 1-2 hours before the building opens until 2-3 hours after everyone has left the building, including custodial staff.
- Consider using portable air cleaners (“HEPA filters”).
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to



minimize air blowing from one individual's space to another's space.

For more information and additional resources, please visit [sfgdcp.org/COVID-ventilation](https://www.sfgdp.org/COVID-ventilation)

All indoor operations must:

- Review the San Francisco Department of Public Health (SFPDH) Ventilation Guidance (<https://www.sfgdcp.org/COVID-ventilation>) and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.
- Post signage at public entrances and all break rooms indicating which of the following systems are used:
 - All available windows and doors accessible to fresh outdoor air are kept open
 - Fully operational HVAC systems
 - Appropriately sized portable air cleaners in each room
 - None of the above

Doors and Windows required to be kept closed for fire/life safety purposes are exempt. For example, fire doors must remain closed. Make sure open windows do not create falling hazards especially for children.

Sign templates can be found at: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>

Conference Rooms and Meetings

Conference and meeting rooms may open up to posted capacities on the [Business Capacities and Activities Table \(BCAT\)](#), and no more than the number of people who can safely maintain six feet of physical distance at all times. Personnel who are fully vaccinated against the virus that causes COVID-19 do not count towards a conference room's occupancy limits.

- Face to face meetings increase risk and are highly discouraged in indoor environments. Video and phone conferencing are significantly safer and allows full participation by workers who are off site.
- If a meeting cannot be avoided, notify participants in advance that socializing before and after the meeting is an unacceptable risk.
- Limit the number of in-person invitees by integrating video and phone conferencing.
- Eating and drinking are prohibited in meetings because face covering are removed.
- Activate conference room ventilation before people enter the room. Open doors and windows if possible.
- Post COVID-19 occupancy and safety signs in conference and meeting rooms.
- Conspicuously post signage about ventilation and safer use of breakrooms as required by [Section 4.i. of the Stay-Safer-At-Home Order](#).
- Strongly emphasize hand hygiene, by providing ongoing access to hand washing stations and hand sanitizers for both staff and clientele.

Eating in the Cafeteria, Break Room, Outdoors or at a Desk

Review the [Business Capacities and Activities Table](#) to see if office cafeterias may be open. When allowed, office cafeterias must follow the [Dining Directive](#) and ensure that capacities are limited to those allowed by



the [BCAT](#). Offices and office cafeterias should strongly encourage outdoor dining and use scheduling, furniture and signs to manage crowding and to reduce the time that anyone spends in the cafeteria or eating area. Personnel may remove their Face Coverings to eat, but must replace it as soon as they have completed their meal.

- For offices that permit staff to eat together at least one ventilation measure must be implemented even if staff are eating 6 feet apart: 1) all available windows and doors accessible to fresh outdoor air are kept open; (2) fully operational HVAC system; or (3) appropriately sized Portable Air Cleaners (as defined in the Ventilation Guidance) in each room.

Mandatory Signage Requirements and Resources

Add all COVID-19 related signage to the Office as required by [Sections 4.g and 4.h of the Stay-Safer-At-Home Order](#). Complete signage requirements are described starting with Best Practices [Section 1.5 of Health Officer Directive 2020-18](#).

The [Outreach Toolkit](#) includes printable resources including many of the signs required or suggested to open offices. Signs about proper hygiene, social distancing, Face Coverings, health screening, the risks of indoor transmission, testing and getting vaccinated for the flu are all available.

Promoting Workplace COVID-19 Safety

Employers and management should actively promote safe COVID-19 habits. Businesses have successfully used small incentives such as decorative face coverings and public recognition to reduce COVID-19 transmission. Intervening and noticing lapses may well prevent costly illness. An educational approach to confrontation has generally been the most successful. Recognition and intervention work best when done at both a group level and an individual level. Managers and supervisors should always model safe practices.

Contact Tracing

The San Francisco Department of Public Health, in partnership with community, including businesses and offices, helps identify those who have had close contact with anyone who has COVID-19. People can transmit the virus 48 hours before they develop symptoms. Some people never develop symptoms and can still transmit the virus. We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease. We do this whenever there is an outbreak of infectious diseases like measles, tuberculosis, and others to protect the community's health.

Help ensure the health of your personnel, clients and our community. Retain the attendance/schedules of all personnel at your organization for up to three weeks. It is recommended that organizations maintain a list of visitors willing to voluntarily provide their name and contact information for contact tracing purposes. Any lists should be discarded after three weeks. Visitors who are not employees are not required to provide contact information.

If personnel or visitors test positive for COVID-19, you must assist the Department of Public Health in identifying other Personnel or visitors to your office who may have been exposed.

Cover your face, test early, and trace! Find out more at covid19.ca.gov/contact-tracing

Scheduling and Commuting

To manage occupancy in the office and ease pressure on the transit system, offices should provide information and flexibility to help Personnel make the best choices for commuting to work. Effective



measures to reduce individual risk of COVID-19, limit community transmission and aid in economic recovery include:

- Allow employees to continue working remotely as much as possible;
- Adopt alternative work schedules so Personnel are not all in the office at the same time;
- Stagger working hours to shift travel to off-peak times;
- If applicable, encourage Personnel to use alternative transportation such as walking or biking;
- Provide flexibility to Personnel who may be late if they need to wait for a less crowded public transit vehicle.

For information and resources visit sfmta.com/TransportationGuidance

FAQ

What do I need to do in order to comply with the Directive?

Before returning employees to the office, be sure you have read the entire Directive and best practices and take at least the following steps: complete adjustments to the layout of your office to be sure employees can remain at least six feet apart at all times; check plumbing to be sure it is functioning properly and flush pipes if necessary; make any necessary improvements to ventilation; add necessary signage to elevators, stairs, break rooms, and cafeterias; implement daily COVID-19 self-verifications for all personnel; and implement sanitization protocols.

You are required to create and consistently implement the following two documents, which will help you ensure you are following all the mandated steps.

- Health and Safety Plan (see [Exhibit B of Directive No. 2020-18](#)) which may be amended.
- Social Distancing Protocol (see [Appendix A of the Stay-Safer-At-Home Health Order C19-07](#)), which may be amended. You will need to ensure these documents are available for all Personnel. They should be posted at the entrance to the office site. If other Directives apply to your business, you may need to complete more than one Health and Safety Plan.

I've created the plans, so am I done now?

At least on a weekly basis, think about how your Business and Personnel are doing, how well you are complying with your Health and Safety Plan and your Social Distancing Protocol, and what changes are needed to improve your response to the COVID-19 pandemic. Look for new guidance from the SFDPH Communicable Disease Control and Prevention site (<https://www.sfcddcp.org/covid19>) or the frequently updated page at <https://sf.gov/topics/business-during-coronavirus-pandemic> which has comprehensive resources for businesses during the COVID-19 pandemic.

May all of my staff return to my non-essential office facility if I can keep them socially distanced?

It depends on how many staff members you have. You must limit the number of staff to the current restrictions in the [Business Capacities and Activities Table](#), and no more than the number of people who can safely maintain six feet of physical distance at all times. Telecommuting should be strongly encouraged whenever feasible.



Is my employee required to wear a Face Covering while in their private office alone, or while sitting at their desk around which I have installed Plexiglas dividers?

You do not need to wear a Face Covering if you are alone in a private office that is not shared with others and is not likely to be visited by others without prior warning, such as an office with a closed door. If another person enters the area, both of you must immediately put on a Face Covering during the interaction.

Should I conduct temperature and symptom screening before allowing personnel into the office?

[SFPDH no longer recommends](#) that organizations conduct pre-entry temperature measurements to identify potential cases of COVID-19, but State and other regulatory agencies may still require these measures.

What should I do if personnel begins to feel symptoms at work that are not normal to them?

Use the [Coronavirus Self Checker](#) to identify if there is a potential for COVID-19.

The Health and Safety Plan should include your plan for safe transport of Personnel who become sick while at work to home or a healthcare provider. Further information is available on:

- [what to do if personnel have a positive COVID-19 test](#),
- [when personnel can return to work](#) after COVID-19 symptoms, testing, or close contact, and
- [duration of quarantine](#) after close contact for those who have been vaccinated.

If my employee tests positive for COVID-19 will SFPDH tell me? If they test positive in a county outside of SF will I be notified?

SFPDH or another county health department may contact employers to trace contacts, but the identity of the person who has tested positive for COVID-19 is protected health information, and typically cannot be shared except in select circumstances.

What should I be prepared to tell SFPDH to assist with contact tracing if my employee tells me that they have tested positive for COVID-19?

You should determine the last day that the person who was diagnosed with COVID-19 was present at the workplace. Be prepared to identify any close contacts the person had at the workplace. In an office setting, close contacts are defined as someone who was within 6 feet of the person diagnosed with COVID-19 for more than 10 minutes while the person with COVID-19 was not wearing a facemask.

Can I provide more business space outdoors?

Outdoor work environments generally have much less risk of COVID-19 transmission. Some businesses have been able to use patios, awnings, canopies, tents and covered walkways to expand space while reducing risk of indoor transmission. SFPDH has developed [guidance for creating outdoor shelters](#) that may be useful for offices.

Resources

- Information for businesses at sfcdcp.org/businesses
- How to [get tested for COVID-19 in San Francisco](#)
- Downloadable [signage to print](#) yourself, or to request [printed posters](#)
- Information from the [San Francisco Office of Economic and Workforce Development about COVID-19](#), such as employer requirements, employee benefits, and resources; [Avoiding discrimination and](#)



San Francisco Department of Public Health

Tips

[retaliation during COVID-19.](#)

- CAL OSHA [information on protecting workers from COVID-19](#)
- [AIHA- Reopening: Guidance for General Office Settings](#)
- CDC: Resuming Business Toolkit: [CDC Resuming Business Toolkit](#)
- [CDC Return to Work Guidance](#)
- [CDC COVID-19 Employer Information for Office Buildings](#)