

Health Officer Directive No. 2020-21e (Exhibit B)
Health and Safety Plan (issued 10/27/2020)

Each Out of School Time Program 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:

Entity Address:

Contact telephone:

(You may contact the person listed above with any questions or comments about this plan.)

- Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-21d, available at <http://www.sfdph.org/directives>.
- Designate a COVID-19 staff liaison. *Liaison name:*
- Protocols have been established in the event a child or staff member has symptoms of COVID-19, has close contact with a person with COVID-19, or is diagnosed with COVID-19.
- Program prioritizes enrollment for at risk children and youth and children and youth of people who work in essential businesses or essential governmental functions, followed by people who work in other businesses and organizations that are allowed to remain open or re-open under San Francisco Health Orders.
- Everyone who enters the facility is screened for COVID-19 symptoms or exposure.
- Parents are informed to keep children home when ill.
- Sick leave policies support personnel to stay home when ill.
- Limiting non-essential visitors, including volunteers, to the greatest extent possible.
- Cohort size is limited to 14 children and no more than two supervising adults, or a configuration of no more than 16 individuals total (children and adults) in the cohort, or the maximum number of children or youth able to maintain 6 feet of social distancing, whichever is lower .
- Sessions are a minimum of three weeks long.
- Staff is assigned to one cohort and works solely with that cohort.
- Interaction between cohorts is minimized to the greatest extent feasible.
- Each cohort is in a separate room or space or a solid non-permeable, cleanable partitions extending from the floor and at least 8 feet high separates the cohorts.
- Physical distancing between adults is maintained as much as possible.
- Physical distancing between children is encouraged as appropriate depending on the nature and location of the activity.
- All adults and children 10 years and older wear a face covering unless eating or drinking or otherwise exempt.

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- Children 2-9 years are encouraged to wear face coverings to the extent feasible, especially during the following times:
 - During group activities or playtime when children are not physical distancing, especially indoors;
 - Where children may encounter staff and children from other cohorts; and
 - If a child becomes ill after arriving and is waiting for pick up (and is not asleep)
- Protocols for frequent hand washing and/or sanitizing are in place.
- Activities are done outdoors to the greatest extent possible.
- Ventilation is maximized to the greatest extent possible through opening windows (when safe to do so) and/or adjusting mechanical ventilation to maximize fresh (outdoor) air ventilation, as appropriate.
- Sharing of supplies and high-touch material is limited to the extent possible.
- Frequently touched surfaces, supplies and other objects are cleaned and disinfected regularly.
- Staff contact with families at drop-off and pick-up is limited as much as possible.
- Children are placed as far apart as possible during meals and snacks.
- Sports and physical education are permitted only when at least six feet of physical distance can be maintained between all participants at all times.
- No group singing or playing wind instruments.
- No field trips.

Additional Measures

Explain: