Reopening Institutions of Higher Education and Other Adult Education Programs for In-Person Instruction: Guidance for Academic Year 2020-2021

Updated March 2, 2021

The following guidance was developed by the San Francisco Department of Public Health (SFDPH) for local use, and will be posted at http://www.sfcdcp.org/CovidSchoolsChildcare.

AUDIENCE: Educators, administrators and support staff of Higher Education Programs as well as students, contractors and other personnel at these programs. For this guidance, the term "Higher Education Programs" includes public, private non-profit, private for-profit, research-focused, and special mission institutions of higher education (IHEs) including universities and colleges, adult education programs such as those offering vocational training courses, career pathway educational programs, job skills training or adult English as a Second Language (ESL) classes.

This guidance does not apply to TK-12 schools or other programs for children.

<table>
<thead>
<tr>
<th>Summary of Revisions Since the 12/6/2020 Version</th>
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<tbody>
<tr>
<td>• Expanded indoor and outdoor in person instruction</td>
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<tr>
<td>• Added links to information on COVID-19 vaccines</td>
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<td>• Updated guidance on face coverings to allow for temporary removal if required for instruction</td>
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<tr>
<td>• Updated section on surveillance testing</td>
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<td>• Updated links to guidance on gyms and fitness groups</td>
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<td>• Updated content on cleaning and disinfection</td>
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<td>• Higher Education Programs must take all feasible steps to ensure that any gatherings on campus or other property under the control of the Higher Education Program comply with the Health Orders and Directives.</td>
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OUTDOOR and INDOOR IN-PERSON CLASSES AND COURSES ARE ALLOWED TO OPERATE WITH CERTAIN REQUIREMENTS AND IF THEY COMPLY WITH THE SAFER SOCIAL INTERACTIONS DURING COVID-19 GUIDANCE AT SFCDCP.ORG/SAFERSOCIAL

PURPOSE: To provide guidance on health and safety practices needed to safely operate in-person, on-site instruction at Higher Education Programs.

BACKGROUND:

Although young adults are at low risk of severe COVID-19 compared to older adults, colleges and universities where students live on campus are an especially high-risk setting, with outbreaks occurring across the country. Since COVID-19 in young adults may be undetected because symptoms are absent or mild, this group can be a significant contributor to community transmission, resulting in spread of infection to older adults and other vulnerable groups. This is why preventing the spread of COVID-19 at higher education programs and promoting safe personal behaviors by all students and staff on- and off-campus is crucial.

This guidance is based on the best science available at this time and current COVID-19 transmission in San Francisco. It is subject to change as new knowledge emerges and as community transmission changes.
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COVID-19 Information

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.

- **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.

COVID-19 Vaccines

Covid-19 vaccines are one of the most important ways to end the pandemic. Find out more at [https://www.sfcdcp.org/vaccine](https://www.sfcdcp.org/vaccine). All staff in colleges, universities, junior colleges, community colleges, and other postsecondary education facilities who are at risk of occupational exposure to SARS-CoV-2 through their work in any role are eligible as part of the Education and Childcare Settings prioritization tier. Students employed through their Higher Education Program are considered staff.

Flu vaccines

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. Those over the age of 6 months are strongly encouraged to get a flu shot. Find out how to get one at [https://www.sfcdcp.org/flu](https://www.sfcdcp.org/flu)
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 activities and dining. Any increase in the number of people indoors or the length of time spent indoors increases risk. Small rooms, narrow hallways, small elevators, and weak ventilation all increase indoor risk. Each activity that can be done outdoors, remotely, or by teleconference reduces risk. More detail can be found at sfcdcp.org/indoorrisk

Applicability

Higher Education Programs must continue to offer distance learning whenever possible. As a rule of thumb, minimize in-person interactions and continue remote or virtual operations as much as possible. Please carefully review the Health Order to assess whether a particular “support service” is considered an essential business operation.

- Offer distance learning options to the extent reasonably feasible.
- Require that students who are able to complete their coursework remotely to do so from their place of residence. For students who live outside the local geographic area and who can otherwise complete their coursework through remote learning, Higher Education Programs must not require those students to travel to the San Francisco Bay Area for the purpose of living in housing under the control of the Higher Education Program.
- Students and staff must be permitted to decline in-person instruction and should be accommodated with distance learning or other options if feasible.

Private Use of Indoor Facilities

When allowed by the Health Order, Higher Education Programs may permit students to privately use indoor facilities under the control of the Higher Education Program if:

- The student requires access to the facility to access to specialized equipment or space that is not available outside or at their home (such as a music practice room or fine arts studio);
- Only one person (including students, faculty, and other personnel) is permitted access to the facility at a time;
- The facility is cleaned between each use;
- The facility is aired out between each use, such as by opening windows or doors, when feasible;
- Use of the facility must be by appointment and staggered to permit at least one hour between uses;
- Face coverings are required at all times except when performing a specific task, such as eating, drinking, or playing a wind instrument.
Outdoor In-Person Classes

The Health Order may allow outdoor, in-person instruction involving two or more students, faculty or other personnel (see colored box to the right).

Indoor In-Person Classes

When indoor, in-person instruction involving two or more students, faculty or other personnel are allowed by the Health Order, they must meet the following conditions:

- Completion of the Prevention Plan Checklist
- Post a Prevention Plan that includes a description of how the Higher Education Program intends to prevent and address violations of COVID-19 safety protocols by students and Personnel
- Cooperate with periodic audits by SFDPH, including allowing SFDPH inspectors access to their facilities for inspection and review of health and safety plans.

Indoor in-person classes and courses are allowed if they:

1. Require the wearing of face coverings. If required by instruction, then ONE participant at a time may temporarily remove face covering; AND
2. Are held in a setting that is limited to 25% of capacity AND which allows for at least 6 feet distancing between participants.

Indoor in-person classes and courses which train students in one of the two following “Core Essential” subjects require only 6 feet distancing (NOT subject to 25% capacity limitation):

- protection of public health or safety, including clinical services or laboratory science or
- Essential Governmental Functions, such as police academy or emergency management.
- Indoor classes involving cooking or eating food should follow any additional indoor dining guidance at [www.sfcdcp.org/foodfacilities](http://www.sfcdcp.org/foodfacilities).
- Indoor classes involving personal services should follow additional guidance [Indoor Personal Services](http://www.sfcdcp.org/foodfacilities).

If the Higher Education Program is NOT also operating indoor, in-person instruction, then the Prevention Plan Checklist is not required and the Prevention Plan does not need to be posted.

Requirements for all Higher Education Programs

Higher Education Programs must:

- Designate at least one COVID-19 staff liaison as the point of contact for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- Establish health and safety protocols to prevent COVID-19 transmission, as required by any SFDPH Health Order allowing schools to reopen.
Train staff and students on health and safety practices. Avoid having in-person staff
development, meetings, or team-building during the two weeks before in-person
instruction begins.

Create a Health and Safety Plan outlining what the Higher Education Program will do to
implement the requirements in this guidance and any relevant Health Officer directives or
orders. Share this plan with staff, families, students and other members of the Higher
Education Program community.

Higher Education Programs should consider the role of COVID-19 testing in limiting the
transmission of COVID-19. Students and staff who have symptoms, or have been close contacts,
must receive testing as soon as possible. Due to concerns of asymptomatic spread of COVID-19,
programs should also consider scheduled, periodic surveillance or screening testing of
asymptomatic students and staff, particularly for students living in school-owned housing.
Programs are encouraged, if feasible, to cover the costs of testing, either by contract with a
private testing lab and/or use of primary health care providers to reduce the impact on limited City
testing resources.

See page 7 “Surveillance Testing for Staff” for updated guidance.

Develop an outbreak management plan or Communicable Disease Management Plan, which
includes protocols to notify SFPDPH of any confirmed COVID-19 cases among students, faculty or
staff and assist SFPDPH as needed with contact tracing. Such a plan should include a protocol to
isolate or quarantine any ill or exposed persons. The SFPDPH Education Hub will provide case
consultation and guidance in cases of individuals testing positive for COVID-19.

Establish procedures to record daily schedules and attendance of all personnel and students who
are in-person at your Higher Education Program. Retain these records for three weeks, for contact
tracing purposes in the event of an outbreak. If your Higher Education Program does not already
collect contact information for students, asking students to voluntarily provide their contact
information is recommended. Find out more at https://covid19.ca.gov/contact-tracing

Establish protocols for staff and students with symptoms of COVID-19 and for communication with
staff, students and families after COVID-19 exposure or a confirmed COVID-19 case in the Higher
Education Program.

Establish a plan to prevent and address violations of COVID-19 safety protocols, including the
terms of the Health Officer’s directive, by students and Personnel.

If the program will be providing housing to students, maintain records concerning the number of
students who are or will be living on campus and demonstrating compliance with Section 4 of the
Directive 2020-22 concerning including those sections mandating occupancy limitations and
strongly discouraging students from returning to San Francisco unless they are required to attend
classes in person.

Flush out the stagnant water from the plumbing lines by running water through fixtures to prevent
water-borne infections such as Legionnaires' disease. See details at sfwater.org/flushingguidance.

Ensure that any organizations affiliated with the Higher Education Program, such as off-campus
clubs, fraternities and sororities, also follow these guidelines. Develop systems to enforce and hold
affiliated organizations accountable for adhering to this guidance.
Quarantine residents after moving or travel to prevent COVID-19 transmission

Higher Education Programs must have a plan in place to ensure that students and staff quarantine for 10 days if they have returned to or moved to the San Francisco Bay Area from another area and engaged in activities that would put them at higher risk of contracting the virus that causes COVID-19 in that area.

- This quarantine recommendation does not apply to students and staff who regularly commute to a Higher Education Program from places outside of San Francisco
- Review additional guidance on quarantine at https://www.sfcdcp.org/I&Q
- Review additional guidance on travel at www.sfcdcp.org/travel.
- Review special considerations for quarantining students in the section below Housing Under Authority of Higher Education Programs.

Strategies to prevent spread of COVID-19 in Higher Education Programs

Screen everyone entering the campus

- Ask all persons entering indoor or outdoor campus properties about symptoms and exposure to COVID-19, including staff, students, parents/caregivers, contractors, visitors, and government officials. Emergency personnel responding to a 9-1-1 call are exempted.
  - For details about screening, refer to COVID-19 Health Checks at Programs for Children and Youth (students under 18) and Asking COVID-19 Screening Questions at Any Business, Organization or Facility (adults).
  - SFDPH does not recommend measuring temperatures of students and staff of Higher Education Programs. Please visit https://www.sfcdcp.org/screening for further guidance regarding measuring temperatures.
- Individuals with symptoms or exposure to COVID-19 should not be allowed on campus. Individuals with symptoms should be sent home. (See page 15: “When a staff member or student has symptoms of COVID-19”).

Surveillance Testing for Staff

Higher Education Programs are strongly recommended to follow current testing requirements as set forth in Health Officer Directive No. 2020-33.

All staff working in-person, which may include, instructors, paraprofessionals, contracted janitorial staff, security, therapists, aides, essential volunteers, interns, and student teachers are strongly recommended to be tested for COVID-19 on an ongoing basis as follows:

- Staff at Higher Education Programs offering in-person instruction should be tested within seven days before their first day of work at the site.
- Asymptomatic staff at sites offering in-person instruction should be tested for COVID-19 as follows:

<table>
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<tr>
<th>Yellow/Orange tier</th>
<th>Red/Purple tier</th>
<th>“Deep Purple” tier (Adjusted Case Rate &gt;14)</th>
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<tbody>
<tr>
<td>No testing of asymptomatic staff</td>
<td>All staff every 2 weeks</td>
<td>All staff weekly PCR or twice weekly antigen testing</td>
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Staff who have had COVID-19 in the last 90 days, confirmed by a lab test, are exempt from testing.

- At this time, rapid antigen testing is only recommended for twice-weekly screening testing.
- If a person without symptoms has a positive rapid antigen test, the result should be confirmed with a PCR test. If the PCR is negative, the person is considered NOT to have COVID-19. For details, see https://www.cdc.gov/coronavirus/2019-ncov/lab/resources/antigen-tests-guidelines.html#evaluating-test-results

- Cal/OSHA requires that staff be tested weekly during an outbreak. Workers who are exposed on the job must also be offered testing. For more information, see https://www.dir.ca.gov/dosh/coronavirus/COVID19FAQs.html#testing

Staff Considerations

- Maximize the number of personnel who work remotely from their place of residence.
- Protect staff, especially those at higher risk of severe COVID-19 illness. See sfcdcp.org/vulnerable for a list of groups at higher risk for severe COVID-19.
  - Offer options that limit exposure risk to staff who are in groups at higher risk for severe COVID-19 illness (e.g. telework, reassignment, or modified job duties to minimize direct interaction with students and staff).
  - Prioritize portable plexiglass barriers or other partitions for staff who are in groups at higher risk of severe COVID-19 or who must interact directly with large numbers of people.
  - Consider the use of face shields, to be used with face coverings, for staff whose duties make it difficult to maintain 6 feet of distancing, such as clerical staff.

- Monitor staff absenteeism. Plan for staff absences of 10 days due to COVID-19 infection or exposure in the event that community transmission increases. Be prepared to offer distance learning to students whose instructors must stay home due to COVID-19 infection or exposure.

Restrict non-essential visitors

- Limit, to the greatest extent permitted by law, external community members, especially with individuals who are not from the local geographic area, from entering the site and using campus resources, as the number of additional people on-site and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- Prohibit in-person college tours or open houses.
- Staff should document all visitors to in-person classes who are not regular participants. Such records will assist with contact tracing if there is a positive COVID-19 case.

Keep instructors and students in small, stable cohorts

A cohort is a stable group that has the same people each day, stays together for classes, and avoids mixing with students or staff outside the group. Keeping instructors and students in the same group lowers their exposure risk by decreasing the number of people they come into contact with each day. Smaller class sizes further reduce risk of exposures. When in-person instruction is allowed:

- Limit cross-over of students and instructors to the extent possible. Cross-over of students between cohorts is permitted to meet students’ educational needs.
• Classes must not interact with other outdoor classes or groups of people who are gathering at the same time.

• Prevent groups participating in instruction from interacting with each other, including before and after the session.
  o Groups participating in different outdoor instructions must be separated by physical distance and/or physical barriers between groups.
  o Stagger class schedules for arrival/dismissal to prevent mixing of cohorts.
  o Designate specific routes for entry and exit to the campus for each cohort, using as many entrances/exits as feasible.

• Minimize movement of students through indoor hallways.
  o Stagger class change times so that only one cohort is in the hallway at any given time.
  o Consider creating one-way hallways to minimize congestion.
  o Place physical guides, such as tape, on floors and sidewalks to mark one-way routes.

Limit class duration

• Limit instruction to as short a duration as possible to minimize risks of person-to-person transmission. Limit mixing of cohorts, including their assigned staff.

• Higher Education Programs must prohibit students and Personnel from congregating before and after the scheduled classes and programs.

**Indoor classes and programs must be no longer than two hours.**

Higher Education Programs that seek to offer indoor courses lasting longer than two hours may submit a written request to schools-childcaresites@sfdph.org. The request must include: (1) The type of class(es); (2) The number of students proposed for each class; (3) An explanation as to why the class cannot be limited to two-hours, such as State-mandated course requirements; and (4) Statements that the Higher Education Program is: (a) Enforcing social distancing and face covering requirements (b) Complying with SFDPH’s ventilation requirements, and (c) Not allowing eating and drinking in the class.

Higher Education Programs may exceed the two-hour limit only upon receiving approval in writing by SFDPH and upon satisfying any conditions of approval.

*Note: no change for red tier -- last updated Dec. 6, 2020*

Require face coverings

Face coverings keep people from spreading the infection to others, by trapping respiratory droplets before they can travel through the air. See guidance on “double masking” at [http://www.sfcdcp.org/doublemask](http://www.sfcdcp.org/doublemask).

• Require face coverings to be worn by ALL participants as much as possible
  o Keep a supply of face coverings for individuals who have forgotten to bring one.

• If required by instruction or training purposes, one participant may remove their face covering for a brief period. Only ONE person can remove a face covering at a time.
• Participants who are exempt from wearing a Face Covering under the Face Covering Order may only participate if they can wear another acceptable type of covering, such as a face shield with a drape on the bottom edge.

• Speech and language therapists and staff working with hard-of-hearing students may also use a face shield with a cloth drape tucked into the shirt, if a face covering interferes with their ability to work with students. A clear mask or clear portable barrier such as a plexiglass barrier may also be used. A barrier generally provides the best protection for both student and staff.

Physical Spaces

Mandatory Signage Requirements

• Add all COVID-19 related signage as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order.
  o At places where students congregate or wait in line, mark spots on the floor or the walls 6 feet apart to indicate where to stand.
  o Occupancy limit signage should be posted outside of any shared indoor spaces, including bathrooms.

• The Outreach Toolkit for COVID-19 includes printable resources including many of the signs required in this document such as signage about proper hygiene, social distancing, Face Coverings, health screening, the risks of indoor transmission, testing and getting vaccinated for the flu.

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, and
• Filtering room air, removing droplets and particles from the air.
Ensure that rooms or spaces that are shared with people from different households have good ventilation and that doors and windows are open, if possible.

### Make Necessary Ventilation Improvements, If Feasible, Including

- HVAC systems (if one is present)
  - Ensure HVAC systems are serviced and functioning properly.
  - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
- Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation (“economizer”) dampers.
- Disable “demand controls” on ventilation systems so that fans operate continuously, independently of heating or cooling needs.
- Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1–2 hours before the building opens and 2–3 hours after the building is closed.
- Increase natural ventilation by opening windows and doors when environmental conditions and building requirements allow.
- Consider installing 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.

### Instruction Spaces

**Outdoor instruction is generally safer** than indoor instruction due to increased air flow, increased opportunities for social distancing, and increased dispersal of infectious virus. The following applies to both indoor and outdoor instructional spaces.

- Hold smaller classes in larger spaces. Limit capacity to maintain 6 feet social distancing between people.
- Outdoor spaces may be covered with a tent, canopy, or other shelter, as long as the shelter complies with: (1) CDPH’s November 25, 2020 guidance regarding Use of Temporary Structures for Outdoor Business Operations; and (2) SFDPH’s guidance on Safer Ways to Use New Outdoor Shared Spaces for Allowed Activities During COVID-19. Have students sit in the same seats each day if feasible. This will help make contact tracing easier if someone tests positive for COVID-19.
- Arrange seats facing in the same direction, so that students do not sit facing each other; for indoor instruction, consider rearranging indoor furniture, setting partitions between desks, and marking classroom floors, to maintain separation indoors.
- When students must sit less than 6 feet apart, consider use of partitions.
- Snacks/meals should not occur during instruction as they require removal of face coverings. If participants must remove their face covering to taste food or a beverage, as might be required during a culinary class, the removal of face coverings should be as brief as possible, and only by one person at a time.

### Housing under authority of a Higher Education Program

SFDPH has issued guidance for congregate housing settings where individuals have their own rooms or living quarters but share bathrooms or cooking areas with others who are not in their household. Student housing,
such as dormitories, is a type of congregate housing. SFDPH has also issued guidance on shared laundry facilities and ventilation that should be reviewed by Personnel implementing the campus housing program.

- Campus housing should prioritize those with limited housing options, including those with difficulty accessing virtual learning.

- SFDPH requires that accommodations, excluding family housing, are limited to one resident per bedroom, with a maximum of two residents per bedroom if both residents provide informed consent to sharing a bedroom. Programs may not discriminate against students who choose not to have a roommate, including that they may not be penalized financially.

- Individuals with high risk medical conditions must maintain single occupancy.

- When there are two residents per room, ensure at least six feet between beds, and require residents sleep in opposite directions (head to foot).

- Face coverings are required by ALL when in common areas.

- Moving and services for moving are considered essential activities and are permitted with usual social distancing, face covering, and hygiene precautions. Stagger move-in times to help decrease crowding during move-ins.

- Prohibit social gatherings. A dormitory unit, or bedroom, constitutes a household unit and the Stay Safer at Home Health Order does not allow indoor gatherings of individuals from different households. Create a plan for preventing and addressing misconduct that violates any of the Health Officer’s COVID-19 Orders or Directives.

**Bathrooms**

- Minimize the number of residents per bathroom. When shared bathrooms are used, Limit occupancy to maintain distancing.

**Quarantine or Isolation in Campus Housing**

- Higher Education Programs should reserve a supply of available rooms to accommodate any needs for quarantine and isolation. A contingency plan, such as additional off-campus housing, or hotel rooms, should be established in the event those rooms are exhausted.

- Students who are quarantining or isolating should stay in their residence except to seek medical care. They should use a separate bathroom and not go into any public areas, take public transportation or rideshares. The Higher Education Program should plan to have food delivered to these students.

**Other shared spaces**

- Close nonessential shared spaces, such as game rooms and lounges

- Prohibit indoor group study spaces. San Francisco Health Orders do not permit indoor gatherings with people from outside one’s household, which would include studying with others in an indoor setting, such as a study hall or library. Consider outdoor study spaces, or individual study in one’s residence.

- Limit occupancy of essential shared spaces, such as bathrooms, elevators, locker rooms, staff rooms and similar shared spaces to allow 6 feet of distancing. Adjacent bathroom stalls may be used. Post signs with occupancy limits.
Hygiene and Cleaning

Handwashing

Frequent handwashing and hand sanitizer use removes COVID-19 germs from people’s hands before they can infect themselves by touching their eyes, nose or mouth.

- Develop routines and schedules for all staff and students to wash or sanitize their hands at staggered intervals, especially before and after eating, upon entering/re-entering a classroom, and before and after touching shared equipment such as computer keyboards.
- Every classroom/instructional space and common area (staff work rooms, eating areas) should have hand sanitizer or a place to wash hands upon entering.
- Establish procedures to ensure that sinks and handwashing stations do not run out of soap or paper towels, and that hand sanitizer does not run out.
- Post signs encouraging hand hygiene. A hand hygiene sign in multiple languages is available for download at https://eziz.org/assets/docs/IMM-825.pdf.

Limit sharing

- Consider suspending or modifying use of site resources that necessitate sharing or touching items.
- Suspend use of drinking fountains and instead encourage the use of water refilling stations and reusable water bottles.
- Limit sharing of art supplies, lab supplies, and other high-touch materials as much as possible. If feasible, have a separate set of supplies for each student.
- Avoid sharing electronic devices, sports equipment, clothing, books, games and learning aids when feasible. Clean shared supplies and equipment between students.

Cleaning and Disinfection

Follow CDC guidelines on cleaning and disinfecting facilities and Interim Guidance: Cleaning and Disinfection for Non-Healthcare Businesses and Workplaces, including:

- Clean frequently touched surfaces daily. Routine cleaning focuses on frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets and faucets. Routine disinfection is not necessary.
- When cleaning after a suspected or known case of COVID-19 use the same cleaning agents and disinfectants as for routine cleaning. Refer to EPA’s List N for EPA-approved disinfectants effective against COVID-19. Follow CDC guidelines for cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility including the following steps:
  - Open windows and use fans to increase outdoor air circulation in the areas to be cleaned.
  - Clean and disinfect all surfaces in areas where the person with COVID-19 spent a large proportion of their time, including electronic equipment like tablets, touch screens, keyboards, and remote controls.
Specific situations

Visit [http://sfcdc.org/covid19whatsnew](http://sfcdc.org/covid19whatsnew) regularly as updated content is frequently added. Relevant content for Higher Education Programs may include guidance on [food facilities and food delivery workers], [faith based gatherings, social interactions, transport vehicles, persons experiencing homelessness], and reopening guidance for certain business sectors, such as retail and office facilities.

Off-campus in-person activities

Students at vocational schools, including students training in the counseling and the healing arts, are permitted to provide in-person essential services, such as direct patient care. For example, a nursing student may provide direct patient care in-person at a hospital under appropriate supervision.

Transportation

Since vehicles are small enclosed spaces that do not allow social distancing, they can be settings with higher risk of COVID-19 transmission. Biking and walking are lower risk than shared vehicles.

- If transport vehicles (e.g., buses) are used by the Higher Education Program, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings).
- Drivers and passengers must wear face coverings over their nose and mouth, unless a student has a documented medical or behavioral contraindication. Drivers should carry a supply of face coverings in case a passenger forgets theirs.
- Passengers must sit at least 6 feet away from the driver.
- Maximize space between passengers.
- Keep vehicle windows open when weather and safety permit.
- Buses, vans or other vehicles used by the Higher Education Program should be cleaned daily following the [guidance for transport vehicles]. Buses should be disinfected after transporting any individual who tests positive for COVID-19.

Libraries

- San Francisco Health Order permits libraries to open only for curbside/outside pickup and drop off of items.
- Libraries cannot be used for indoor gatherings, including study spaces.

Food Service and Dining Halls

*Eating together is especially high risk for COVID-19 transmission because people must remove their masks to eat and drink. People often touch their mouths with their hands when eating. In addition, meals are usually considered time for talking together, which further increases risk, especially if people must speak loudly to be heard.*

- Review and comply with SFDPH [guidance for food facilities, outdoor dining and food delivery].
- Do not use shared tables or self-service buffets. Mark places 6 feet apart for sitting.
- Make sure that students and staff wash their hands or use hand sanitizer immediately before and after eating.
Student Health Facilities

Providers of ambulatory care services, including counseling and other healing arts should carefully review and follow Health Officer Directive 2020-20 (Ambulatory Care, Counseling, and Healing Arts), to determine how your profession is affected, and what are the required best practices for providing care in-person. Guidance written for the healthcare provider audience is available.

Staff Offices/Break Rooms

Staff often do not view themselves and colleagues as sources of infection, and may forget to take precautions with co-workers, especially during social interactions such as breaks or lunch time, in the copy room, when checking mailboxes, etc.

- Set up staff workspaces so that staff do not work within 6 feet of each other.
- Encourage video conferencing for staff meetings, even if all staff are on campus.
- Discourage staff from eating together, especially indoors. Consider creating a private outdoor area for staff to eat and take breaks.
- Open windows and doors to maximize ventilation, whenever safe and feasible.

Group Singing/Chorus, Musical Instruments

Outdoor gatherings may have singing, chanting, shouting or wind instruments if they adhere to updated guidance on social gatherings posted at www.sfcdcp.org/safersocial. An individual person is permitted to sing, chant, shout, or use wind instruments if permitted as part of private use in indoor facilities.

Collegiate Athletics and Fitness Activities

Exercising is an area of higher risk for transmission due to the potential for close contact and increased breathing.

Higher Education Programs wishing to resume collegiate athletics programs, as well as organized practices, games, or tournaments in San Francisco are required to seek prior written authorization from SFDPH. For further information please see the state’s guidance regarding collegiate athletics and SFDPH guidance on gyms and fitness groups.

Students receiving special services

Additional accommodations may be needed for students to safely attend class. For example, a student who cannot tolerate a face covering due to a medical or developmental condition may need a desk with clear screens or privacy barriers.

When a staff member or student has symptoms of COVID-19

- Identify isolation rooms for individuals with symptoms of COVID-19, and refer to the Higher Education Program’s procedures for handling ill persons with symptoms of possible COVID-19.
- Staff who become ill while at a Higher Education Program must notify their supervisor and leave work as soon as feasible. Staff should be encouraged to get tested as soon as possible.
- Students with symptoms must be sent home. Students must be encouraged to get tested as soon as possible.
When a staff member or student tests positive for COVID-19

Contact the SFDPH Schools and Childcare Hub as soon as possible.
Call (628) 217-7499 or email Schools-childcaresites@sfdph.org

- SFDPH will provide consultation and guidance to help Higher Education Programs take initial steps to identify individuals who had close contact with the person with COVID-19. Exposed individuals should be notified, know how to get tested, and understand when they can return to the Higher Education Program, usually 10 days after the exposure.

- Notify all staff, families, and students that an individual in the Higher Education Program has had confirmed COVID-19. Do not disclose the identity of the person, as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.

- SFDPH will help the Higher Education Program determine if the classroom, cohort, or institution needs to be closed. Higher Education Programs with smaller and more contained cohorts are less likely to require institution-wide closure. If there are several cases in multiple cohorts or if a significant portion of students and staff are affected, then institution-wide closure may be required.

- Review the SFDPH guidance document What to do if Someone at the Workplace Has COVID-19.


- Students and staff cannot return to Higher Education Program until they met the criteria depending on their age group:
  - Students 18 and over: Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19.
  - Students under 18: “COVID-19 Health Checks at Programs for Children and Youth”

Resources

San Francisco Department of Public Health (SFDPH)

  Schools-childcaresites@sfdph.org

- COVID-19 guidance for the public, including schools and employers sfcdcp.org/covid19
  - Safer Social Interactions During COVID-19
  - Businesses and Employers
  - If Someone at the Workplace Tests Positive for COVID-19
  - Isolation and Quarantine
  - Ending Home Isolation and/or Returning to Work
  - Reopening Guidance for Businesses and Employers
  - Congregate Living Settings
  - Food Facilities and Food Delivery Workers
  - Testing in San Francisco
• **Orders** and **Directives** Issued by the San Francisco Health Officer Relevant to COVID-19

• **Outreach Toolkit for Coronavirus.** Posters and flyers on social distancing, hand hygiene, face masks, health screenings, getting tested, and other COVID-19 topics

California Department of Public Health (CDPH)

• “**COVID-19 Industry Guidance: Institutions of Higher Education**”

Centers for Disease Control and Prevention (CDC)

• **Guidance for Colleges, Universities and Higher Learning**

• **Cleaning and Disinfection for Community Facilities**