

### Health Officer Directive No. 2020-25 (Appendix B) Health and Safety Plan (issued 9/4/2020)

Each Cooling Center must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below to show compliance and list other required information.

*Business/Entity name:*

*Contact name:*

*Facility Address:*

*Email / telephone:*

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

- The Cooling Center is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-25, available at <https://www.sfdph.org/directives>.
- The Cooling Center is only allowed to operate during a Heat Event declared by the City's Department of Emergency Management.
- The Cooling Center must screen all Personnel, volunteers, and Visitors before entry on a daily basis using the Screening Handout (Appendix A to the Directive). Anyone who answers "yes" to any of the screening questions must not be allowed in.
- The Cooling Center must maintain a daily written log with contact information of all Personnel, volunteers, and Visitors. Visitor participation in the daily log is voluntary.
- A Face Covering is required of all Personnel, volunteers, and Visitors at the Cooling Center consistent with the Health Officer's Face Covering Order (Order No. C19-12c).
- The Cooling Center will require that Visitors who do not live in the same household will remain six feet apart while onsite.
- The Cooling Center will follow the cleaning requirements listed in Section 2.g of the Directive.
- Room occupancy will be limited by the Cooling Center to the lower of those set by building code or the number of people able to fit in the room with required physical distancing (of approx. 113 square feet per person).
- The Cooling Center will meet or exceed applicable building code requirements for fresh-air ventilation for locations where Visitors are present. Fresh air intake must be maximized and window-mounted units should provide maximum outdoor air.
- If portable fans are used, they must be positioned to minimize air being blow between Visitors from different households and must not be used at indoor temperatures above 90 degrees.
- Singing, playing of wind or brass instruments, shouting or yelling, and use of shared activity equipment or items (such as board games, pool tables, etc.) are prohibited, except use of shared equipment or items may occur if they are disinfected between each use with an EPA-approved cleaner for use against SARS-CoV-2.

**Health Officer Directive No. 2020-25 (Appendix B)**  
**Health and Safety Plan (issued 9/4/2020)**

- The Cooling Center will complete, post, and comply with a Social Distancing Protocol checklist as required by Appendix A of Health Officer Order No. C19-07h or any future version of that order, a copy of which can be found online at [www.sfdph.org/healthorders](http://www.sfdph.org/healthorders).
- The Cooling Center will make this Health and Safety Plan available to Visitors or Personnel on request, provide a summary of it to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post it at each entrance.

**Additional Measures**

Explain: