

### Health Officer Directive No. 2020-30b (Exhibit B) Health and Safety Plan (issued 10/27/2020)

Each Indoor Personal Service Provider 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:*

*Email / telephone:*

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

- Personal Service Provider is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-30b, available at [www.sfdph.org/directives](http://www.sfdph.org/directives).
- Whenever possible, offer services outdoors and indoors to provide customers choice and reduce crowding indoors.
- Complete any necessary adjustments to the layout of the business to allow for proper social distancing, including ensuring customers are always at least six feet from other customers and customers are not waiting in any waiting area before an appointment. List the maximum number that can safely be in the facility at one time here: \_\_\_\_\_
- Ensure that plumbing is functioning and, if the facility was dormant, the pipes have been flushed. See [sfwater.org/index.aspx?page=1327](http://sfwater.org/index.aspx?page=1327) for more details.
- Reviewed and implemented applicable guidance regarding ventilation for all indoor spaces.
- Added all required COVID-19 signage to entrances and employee break rooms.
- If your business offers services that require customers to remove their Face Covering, add signage regarding ventilation.
- Implement policy to ensure Personnel comply with social distancing requirements and to limit the number of people in the business at a given time, consistent with the requirements in the Stay-Safer-At-Home Order.
- Personnel, members of the public who seek services, and all other people onsite are required to wear Face Coverings as provided in the Face Covering Order and this Directive. Face Coverings must not be removed during services.
- Ensure that Personnel providing services that may require the client to remove their Face Covering have adequate protective equipment, including face shields or goggles. Consider use of N95 masks when performing services on clients who must remove their Face Covering.
- Consider use by Personnel of face shields, goggles, or other eye protection (see Section 1.11 of Appendix A).
- Ensure daily COVID-19 symptom and exposure screening is completed for all Personnel as required by the Social Distancing Protocol (Appendix A of Health Officer Order C19-071) and its **Attachment A-1**. Personnel who answer "yes" to a question

### Health Officer Directive No. 2020-30b (Exhibit B) Health and Safety Plan (issued 10/27/2020)

must not come to work. This handout is available online at [www.sfcdcp.org/screening-handout](http://www.sfcdcp.org/screening-handout).

- Screen all customers and other visitors on the day of the appointment or service prior to coming in to the facility as outlined by the Social Distancing Protocol and its **Attachment A-2**. Any person who answers “yes” to a screening question must have service cancelled or rescheduled. No cancellation or rescheduling fee may be charged in that situation. The customer screening handout is available online at [www.sfcdcp.org/screeningvisitors](http://www.sfcdcp.org/screeningvisitors).
- Implement all sanitization requirements as described in this Directive.
- Ensure that 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 must be cleaned and disinfected routinely throughout the day.
- All tools and equipment used for services must be properly cleaned between each use as outlined in the Directive. Whenever possible, prohibit Personnel from sharing equipment, and any shared equipment must be properly sanitized between each use.
- Evaluate and implement available options for allowing customers to complete paperwork electronically before arrival and to check-in for their appointments online.
- Whenever possible see customers by appointment only (and for hair salons and barbershops no walk-ins are allowed under current State of California guidelines).
- Do not allow a service provider to see multiple customers at the same time, and do not allow multiple service providers to work on the same person at the same time.
- Service providers must wear gloves to the extent they are required for certain services by this Directive, and ensure that clean gloves are used for each customer.
- If possible, remove or prohibit use of surfaces that cannot be cleaned and sanitized properly.
- Review and implement all industry-specific guidance in the Directive (Appendix A, Sections 3 through 8).

### **Additional Measures**

Explain: