By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues specific direction that Participants and Hosts, as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes guidance as provided under Appendix C-2 of Health Officer Order No. C19-07e issued on May 22, 2020, and updated on June 11, 2020 (the “Stay-Safe-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect on June 15, 2020, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safe-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safe-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER DIRECTS AS FOLLOWS:

1. This Directive applies to all individuals who participate (“Participants”) and individuals and operators of facilities that organize and host (“Hosts”) the following outdoor small gatherings in the City and County of San Francisco (the “City”) as permitted under subsection 5 of Appendix C-2 of the Stay-Safe-At-Home Order:
   a) outdoor gatherings of no more than six people total involving eating or drinking among people from more than one household or living unit occurring somewhere other than at an outdoor dining establishment (“Small Outdoor Meal Gatherings”), or
   b) other outdoor gatherings among people from more than one household or living unit for ceremonial, religious or other purposes and involving no more than 12 people total (“Small Outdoor Special Gatherings”).

(Together, Small Outdoor Meal Gatherings and Small Outdoor Special Gatherings are sometimes referred to below as “Small Outdoor Gatherings”). For clarity, Small Outdoor Special Gatherings do not include outdoor fitness classes, which are subject to other requirements as specified in Appendix C-1 of the Stay-Safe-At-Home Order. Also, the size number limits do not apply to such gatherings of people solely from a single household or living unit.

2. Attached as Exhibit A to this Directive is a list of best practices that apply to Participants and Hosts engaged in Small Gatherings (the “Best Practices”). All
Participants and Hosts must comply with all applicable requirements listed in the Best Practices.

3. Hosts that operate a facility and regularly organize or hold Small Outdoor Gatherings at that facility must, before they begin to host or otherwise facilitate Small Outdoor Gatherings, create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit B.

4. Guidance from the Department of Public Health related to Small Outdoor Gatherings is attached to this Directive as Exhibit C and is available at http://www.sfdph.org/directives.

5. If an aspect, service, or operation of the Host covered under section 3 above is also covered by another Health Officer directive (all of which are available at http://www.sfdph.org/directives), then such Host must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.

6. Each Host covered under section 3 above must (a) make the Health and Safety Plan available to anyone interested in participating in the Small Outdoor Gathering and to any involved Personnel on request, (b) provide a summary of the plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the plan at the entrance to any other physical location that such Host operates within the City. Also, each such Host must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Order upon demand.

7. Each Host subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12b issued on May 28, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Host’s Personnel, all as required by the Best Practices. Where feasible, each Host is also encouraged to provide such items to Participants of Small Outdoor Special Gatherings or to make sure that Participants bring their own to the gathering. If any Host is unable to provide these required items to Personnel or otherwise fails to comply with required Best Practices or, if applicable under subsections 3, 4 or 5 above, fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, any Small Outdoor Gathering organized by such Host where the Host has failed to comply is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safe-At-Home Order.

8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with the Host in the City: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); vendors who are permitted to sell goods onsite (such as farmers or others who sell at stalls in farmers’ markets); volunteers; and other individuals who regularly provide services onsite at the request of the Host. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.
9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. All Participants and Hosts must stay updated regarding any changes to the Stay-Safe-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/healthorders; www.sfdph.org/directives) regularly.

10. Hosts covered by section 3 above must prepare, post, and implement a Social Distancing Protocol substantially in the form of Appendix A to the Stay-Safe-At-Home Order and as provided under applicable provisions of Section 6 and subsection 15.h of the Stay-Safe-At-Home Order. The Host must follow these Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safe-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

This Directive is issued in furtherance of the purposes of the Stay-Safe-At-Home Order. Where a conflict exists between this Directive and any state, local, or federal public health order related to the COVID-19 pandemic, including, without limitation, the Social Distancing Protocol, the most restrictive provision controls. Failure to carry out this Directive is a violation of the Stay-Safe-At-Home Order, constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

Tomás J. Aragón, MD, DrPH, Date: June 13, 2020
Health Officer of the
City and County of San Francisco
Exhibit A to Health Officer Directive No. 2020-19 (issued 6/13/20)

Best Practices for Participants and Hosts Involved in Small Outdoor Gatherings

In addition to preparing, posting, and implementing the Social Distancing Protocol as required by this Directive, each Host covered by Section 3 of this Directive that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit B, below. Participants and Hosts must also comply with each of the applicable requirements listed below.

Requirements:

1. **Section 1 – General Requirements For all Small Outdoor Gatherings, including Small Outdoor Meal Gatherings and Small Outdoor Special Gatherings:**

   1.1. All people are strongly encouraged to continue staying safe at home and minimizing unnecessary interactions with others to the maximum extent possible. If a person feels it is necessary to participate in a Small Outdoor Gathering, they should consider the risks to themselves and others before doing so and should take all possible steps to mitigate those risks. Participants and Hosts should read and make themselves familiar with the Tip Sheet for Safer Interactions During COVID-19 Pandemic and the Tip Sheet for Small Outdoor Gatherings, which may be found at www.sfedcp.org/outdoor-gatherings.

   1.1.1. Members of vulnerable populations (those over age 60 or with chronic medical conditions) are encouraged to carefully consider the risks before determining whether to participate in Small Outdoor Gatherings.

   1.1.2. Participants and Hosts must not attend any Small Outdoor Gatherings if they feel ill or are experiencing any one of the following symptoms: fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea.

1.2. All Small Outdoor Gatherings must be scheduled to conclude in no more than two hours. The duration of all gatherings should be limited to the maximum extent possible.

1.3. Participants must not move among simultaneously occurring Small Outdoor Gatherings or switch places with Participants in other simultaneously occurring Small Outdoor Gatherings. Participants are strongly discouraged from attending more than one Small Outdoor Gathering per day, and should not attend more than two Small Outdoor Gatherings per week. The more contacts a person has with others, including during Small Outdoor Gatherings, the more they are placing themselves and others at risk of transmitting the virus.

1.4. Unless otherwise specifically provided in this Directive, all Social Distancing Requirements of Health Officer Order C19-07e (the “Stay-Safe-At-Home Order”) and the Face Covering requirements of Health Officer Order C19-12b (the “Face Covering Order”) as they may be amended apply.

1.5. Face Coverings are not required while eating or drinking at a Small Outdoor Gathering. Face Coverings must otherwise be worn at all times during Small Gatherings or Small
Outdoor Meal Gatherings unless a participant is exempt from wearing a Face Covering under Section 3.g. or h. of the Face Covering Order.

1.6. Small Outdoor Gatherings must not include contact sports (e.g., basketball, football, boxing) or sports with shared equipment (e.g. Frisbee, baseball, playing catch) among members of different households. This section also does not apply to organized outdoor fitness classes, which are covered by Appendix C-1 to Health Officer Order C19-07e. If Participants in a Small Outdoor Gathering engage in physical activity as permitted under the Stay-at-Home Order, such as dancing or running, they must maintain at least six feet distance from and refrain from physical contact with individuals outside of their household or living unit.

1.7. To prevent virus transmission and assist with effective contact tracing, Participants are strongly encouraged to minimize the number of Participants in a Small Outdoor Gathering and keep Participants consistent from one gathering to another. To assist in potential contact tracing efforts, Participants are encouraged to remember who they gather with.

1.8. Participants and Hosts may not share food or drink, or objects like sports equipment, utensils, reading materials, or religious or spiritual objects with Participants outside of their household or living unit. If an object is of critical importance and must be shared during a Small Outdoor Gathering, Participants and Hosts must take every precaution after each instance of sharing to clean and sanitize the object and/or the hands of the Participants and Hosts who share the object.

1.9. Participants and Hosts are strongly discouraged from engaging in singing, chanting, or shouting during Small Outdoor Gatherings – whether or not wearing a Face Covering – due to the substantially increased risk of spreading the virus during such activities.

2. Section 2 – Additional Requirements for Small Outdoor Meal Gatherings:

2.1. A group consisting of people (including Participants and Hosts) from more than one household or living unit and totaling six or fewer people may participate in a Small Outdoor Meal Gathering. This Directive applies only to Small Outdoor Meal Gatherings occurring outside of outdoor dining establishments and to groups containing members from more than one household or living unit.

2.2. Small Outdoor Meal Gatherings must occur completely outdoors and may occur at places such as public parks, open spaces and other spaces where such gatherings are allowed, and subject to any rules prohibiting use of picnic tables, barbeques or other common equipment. If necessary, Participants may enter a building to access an outdoor area or use indoor bathroom facilities.

2.3. Participants from different households may sit or stand closer than six feet apart during the meal, but must sit or stand as far apart as practicable during the meal and are strongly encouraged to maintain at least six feet of social distance whenever possible.

2.4. Food, drinks, utensils or other objects must not be shared by people outside of the same household or living unit.
3. **Section 3 – Additional Requirements for Small Outdoor Special Gatherings**:

3.1. A group consisting of people (including Participants and Hosts) from more than one household or living unit and totaling 12 or fewer people may congregate in Small Outdoor Special Gatherings. Participants outside of the same household or living unit must follow all Social Distancing Requirements. The size of a group must be reduced according to the size of the outdoor space and Participants’ ability to follow Social Distancing Requirements at all times. For example, if the size of an outdoor space allows no more than 10 people to follow Social Distancing at all times during a gathering, then the maximum total size for that Small Outdoor Special Gathering is 10 Participants.

3.2. Participants or Hosts at Small Outdoor Special Gatherings are encouraged (but not required) to maintain a list of Participants who are willing to voluntarily provide their name to assist in potential future contact tracing efforts. Any lists should be discarded after three weeks.

3.3. Small Outdoor Special Gatherings must occur completely outdoors. If necessary, Participants may enter a building to access an outdoor area or use indoor bathroom facilities.

3.4. Sunshades, awnings, or similar outdoor structures may be used, but must be completely open on all sides to provide maximum ventilation.

3.5. Participants outside of the same household or living unit must remain at least six feet apart, follow all Social Distancing Requirements, and wear Face Coverings unless eating, drinking, or exempted from wearing a Face Covering under Section 3.g. or h. of the Face Covering Order.

4. **Section 4 – Additional Requirements Specific to Hosts of Small Outdoor Gatherings**

4.1. Hosts may organize and host Small Outdoor Special Gatherings up to 12 people provided they have sufficient outdoor space to allow participants to comply with Social Distancing Requirements.

4.2. In compliance with the Social Distancing Protocol, Hosts covered by Section 3 of the Directive must develop and implement a plan for cleaning and disinfecting high touch surfaces such as seating, doors, and other common high-touch surfaces before each gathering.

4.3. Before hosting a Small Outdoor Gathering, a Host covered by Section 3 of the Directive must prepare the outdoor space to accommodate attendees and comply with the Social Distancing Protocol. For example, a Host may be required to prepare a plan for safe ingress and egress from the space and add physical markings to demonstrate a six-foot distance in areas participants may be congregating.

4.4. Hosts covered by Section 3 of the Directive must prohibit Participants from congregating at the end of any Small Outdoor Gatherings.

4.5. Only one Small Outdoor Gathering may be held at a Host at a time unless the Host can ensure the Small Outdoor Gatherings will remain separate, such as by placing physical barriers between the gatherings. If multiple Small Outdoor Gatherings are occurring at
the same time at the Host, the Host must prohibit mingling among Participants from different Small Outdoor Gatherings. Host Personnel must not move between or participate in simultaneously occurring Small Outdoor Gatherings.

4.6. As to Hosts covered by Section 3 of the Directive, Hosts may permit Personnel to participate in sequential Small Outdoor Gatherings during a single day but are reminded of the increased potential to transmit the virus from one Small Outdoor Gathering to another. Hosts organizing or participating in sequential Small Outdoor Special Gatherings must, in addition to the requirements of this Directive:

4.6.1. Provide a minimum of 20 minutes between gatherings during which Participants may safely egress and clear the area and Host Personnel may adequately clean and sanitize all high touch surfaces and otherwise prepare the space for the next gathering;

4.6.2. Ensure that before participating in a sequential gathering, Host Personnel thoroughly wash hands and clean, sanitize, or replace any items or clothing that have come in contact with Participants or different Host Personnel during earlier gatherings; and

4.6.3. Ensure that Host Personnel not move between simultaneously occurring Small Outdoor Gatherings.
Each Host Covered by Section 3 of the Directive 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.)


☐ Make sure no one – including employees – attends a gathering who is experiencing any one of the following symptoms: fever, chills, repeated shaking/shivering, cough, sore through, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea.

☐ Gatherings are limited to 12 people or less, scheduled to last 2 hours or less, and kept as short as possible. Participants do not move among gatherings happening at the same time or switch places with Participants in other gatherings.

☐ Everyone wears a Face Covering unless eating or drinking or otherwise exempt.

☐ All Social Distancing Requirements are followed at all times except when people are engaged in a Small Outdoor Meal Gathering of six or fewer people.

☐ No sharing of food or drink or items like sports equipment, utensils, reading materials, or religious or spiritual objects with Participants. If an object is of critical importance and must be shared, take every precaution after each instance of sharing to clean and sanitize the object and/or the hands of the Participants and Hosts who share the object.

☐ Avoid singing, chanting, or shouting whether or not wearing a Face Covering.

☐ Develop and implement a plan for cleaning and disinfecting high touch surfaces such as seating, doors, and other common high-touch surfaces before each gathering.

☐ Prepare the outdoor space to accommodate Participants and comply with the Social Distancing Protocol. For example, make a plan for Participants to get in and out of the outdoor space safely while maintaining social distancing and add physical markings to demonstrate a 6-foot distance in areas participants may be congregating.

☐ Only hosting one Small Outdoor Gathering at a time unless there is enough outdoor space to keep simultaneous gatherings separate and socially distanced.

☐ If Host Personnel are taking part in sequential gatherings, there is sufficient time between gatherings to engage in proper sanitation and disinfection procedures.

**Additional Measures**

Explain:
Tip Sheet and Frequently Asked Questions: Small Outdoor Gatherings

June 13, 2020

AUDIENCE: Hosts and Participants in outdoor gatherings involving people from more than one household. This includes Small Outdoor Meal Gatherings and Small Outdoor Special Gatherings (e.g. celebrations or ceremonies), involving people not all from the same household. Outdoor restaurant dining and outdoor fitness are addressed elsewhere.

BACKGROUND: As of June 15, 2020, Health Officer Directive No. 2020-19 authorizes and provides guidance for Small Outdoor Gatherings. This document summarizes the main action items.

How Many People Can Gather?

- People from different households may come together in a group totaling no more than 6 people for a Meal Gathering. Maintaining 6 feet apart from those not in your household is not required during a Meal Gathering, but is strongly recommended.
- People from different households may come together in a group totaling no more than 12 people for a Special Gathering. The outdoor space used must allow everyone attending to remain at least 6 feet apart from those not in their household at all times.

Preventing Transmission of Viruses

- People participating in Gatherings must always wear a Face Covering, except:
  - Remove face covering when eating or drinking;
  - People who have a written exemption from face covering provided by a healthcare provider and children under 12 years of age are not required to wear face covering;
  - Children 2 years or younger should not wear a face covering.
- No contact sports (e.g., basketball, football, boxing) or sports with shared equipment (e.g. Frisbee, baseball, playing catch) are permitted among members of different households.
- Do not share objects like sports equipment, utensils, food, reading materials, or religious or spiritual items with persons outside of your household. If an object is of critical importance and must be shared during a Gathering, then after each instance of sharing, clean and sanitize the object and/or the hands of all persons who touch the object.
- Singing, chanting, or shouting are strongly discouraged – whether or not wearing a Face Covering – due to increased risk of spreading the virus during such activities.

Preparing for Gatherings

- Members of vulnerable populations (those over age 60 or with chronic medical conditions) should carefully consider the risks before determining whether to participate.
- Personnel or participants should not attend if feeling ill or experiencing any one of the following symptoms: fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of taste or smell, muscle pain, headache, runny or congested nose, or diarrhea.
Structuring a Gathering

- Gatherings must be scheduled to last no longer than 2 hours.
- Gatherings must occur completely outdoors, except to use bathrooms. This may include parks or other spaces where such gatherings are allowed.
- Sunshades, awnings, or similar outdoor structures may be used, but must be completely open on all sides to provide maximum ventilation.
- You may not move between simultaneous Gatherings.
- Minimize the number of Gatherings you attend to not more than 2 per week.

Hosting a Gathering

- **Hosts include clubs, faith-based organizations, or other entities. Persons informally organizing a gathering of friends at home or in a park are not required to follow additional rules of Hosts.**

- Hosts must develop, implement, and maintain:
  - A Health and Safety Plan. This must be available for participants, provided to Host Personnel, and posted at the physical entrance of where the Host operates. Please see Exhibit B of the Health Order 2020-19 on Small Outdoor Gatherings, posted at [www.sfdph.org/dph/alerts/coronavirus-healthorders.asp](http://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp).
  - A Social Distancing Protocol that includes, among other requirements, a plan to clean and disinfect high touch surfaces such as seating, doors, and other surfaces before each Gathering. See [Appendix A of the Stay Safe at Home Health Order](http://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp), posted at [www.sfdph.org/dph/alerts/coronavirus-healthorders.asp](http://www.sfdph.org/dph/alerts/coronavirus-healthorders.asp).

- Hosts should consider maintaining for 3 weeks a list of Personnel and Participants willing to voluntarily provide their names to assist in contact tracing efforts if an attendee develops COVID-19.

- Hosts must provide face coverings, hand sanitizers or handwashing stations, and cleaning supplies to Host Personnel.

- Before hosting a Gathering, the Host must prepare the outdoor space to accommodate attendees and comply with the Social Distancing Protocol. For example, a Host may be required to prepare a plan for safely entering and leaving the space and add physical markings to demonstrate a 6-foot distance in areas participants may be congregating.

- Hosts must prohibit Participants from congregating at the end of any Gatherings.

- Hosts can only hold 1 Small Outdoor Gathering at a time unless the Host can ensure the Gatherings will remain separate, such as by placing physical barriers between the Gatherings. If more than one Gathering is occurring, the Host must prohibit mingling among Participants from different Gatherings. Host personnel may not move back and forth between Gatherings.

- Hosts may allow Personnel to participate in sequential Gatherings in the same day. If Hosting sequential Gatherings, the Host must also:
  - Ensure at least 20 minutes between gatherings for Participants to leave and Personnel to clean and sanitize all high-touch areas.
  - Ensure Personnel thoroughly wash hands and clean, sanitize, or replace any items or clothing that have come in contact with Participants or different Host Personnel during earlier gatherings.
Frequently Asked Questions

Should We Greet One Another as Usual? Shaking Hands, Kissing Cheeks, etc.?

- Identify how your community may greet one another in ways that reduce any spread of viruses, including COVID-19. For example, provide direction to replace hugs with elbow touches or hand signals like a peace sign or the American Sign Language sign for "I Love You." Greeters at all gatherings should refrain from offering handshakes and “model hospitality with words.”

How Can We Care for the Elderly, Those with Special Health Considerations, Their Caregivers, and Other High-Risk Populations at outdoor Gatherings?

- Before the event provide special consideration in communicating risk to vulnerable populations in your community, including older adults and others with access and/or functional needs.
- Assign, or encourage those who attend, to seek out a “buddy” who will check in on and help if they have special needs such as water, seating, shade, or other assistance.

How can my children play with other children?

- It is important that an adult supervise children’s activity at gatherings
- Children not from the same family unit must maintain social distancing (6 feet), and not share toys or athletic equipment.
- Plan ahead for activities that can entertain children and bring enough toys, books, arts and crafts, that children can use within a family unit without sharing with others.

How do I know how far 6 feet is to ensure “social distancing”?

- Bring a tape measure, if possible to measure distance between chairs, or other seating assignments, ahead of time.
- If no tape measure is available, 6 feet is approximately the distance of 2 long strides. Most chairs are approximately one and a half feet wide and long. The distance between chairs to the sides, in back and in front of chairs should fit 4 other chairs.

I am having a gathering of just family. Do we need to follow these rules?

- If you all live together, you must still wear face covering in public, and follow this guidance if you will interact with anyone outside of your household.
- Interactions among members of the same household are not otherwise subject to rules regarding the social distancing, or sharing and touching of objects or each other.

I’m a Host. How do I make sure Personnel are not sick when they work?

- Please see SFDPH guidance on Asking COVID-19 Screening Questions, posted at www.sfcdcp.org/screen.

What if someone at my Gathering tests positive for COVID-19?

- People may be able to transmit the virus 48 hours before they develop symptoms of COVID-19.
- As a Host, please see SFDPH guidance What to do if Someone at the Workplace Has COVID-19, posted at www.sfcdcp.org/covid19-positive-workplace.
- A list of Personnel and Participants from the Host will help SFDPH with contact tracing.