

BCCI COVID-19 Job-Site Protocols

28 JANUARY 2021

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Note: Due to the evolving nature of the current novel Coronavirus (COVID-19) pandemic, BCCI's COVID-19 Jobsite Protocols and procedures are subject to changing conditions and safety requirements. **If recommendations and guidelines from authorities are duplicative, different, inconsistent or in conflict, the more restrictive and stringent procedure will be followed at the jobsite.** This plan will be updated with recommended best practices as conditions, guidelines and recommendations are changed and revised. BCCI's Safety Team will distribute updates and revisions to this plan as soon as practical.

RECORD OF CHANGES (01.25.2021) All Changes are ***RED, Italicized, and Bolded.*** The Job-Site Protocol is being updated effective immediately and the attached document is a record of current revisions. The updated Job-Site Protocol supersedes and controls over all previously issued Job-Site Protocols. Question should be directed to Robert Edington, Chief Legal Officer.

Page 4 – Protecting BCCI Employees

- Updated the referencing of the current San Francisco Department of Public Health Order dated 20 January 2021, pertaining to Appendix A (Social Distancing Protocol) and Appendix B (Construction Project Safety Protocol).

Page 7 – Proactive Actions Steps to Prevent Employee Infection

- Item Number 1 – Update the Requirements and Process to Check-In on a BCCI Project.
- Item Number 4 – Update Guidance Statement to Reflect Local and Cal-OSHA Requirements.

Page 10 – Response Procedures for COVID-19 Infected Jobsite

- Bullet Number 2 – Insertion of Requirements for Personnel to Return to Work.
- Bullet Number 3 – Clarification of Requirement for Doctor's Note.
- Added Procedure – Cal-OSHA Requirements for Outbreak of COVID-19 on a Job-Site/Office

Page 23 – Appendix F

- Added – San Francisco Department of Public Health Isolation / Quarantine Guidelines

Page 33 – Appendix G

- Added – San Francisco Department of Public Health Appendix A – Social Distancing Protocol

Page 45 – Appendix H

- Added – San Francisco Department of Public Health Appendix B – Construction Project Safety Protocol

Page 52 – Appendix I

- Added – San Francisco Department of Public Health COVID-19 Symptom List for Screening.

Page 54 – Appendix J

- Added – San Francisco Department of Public Health How COVID-19 Spreads Signage (English & Spanish).

1. Introduction

BCCI Construction is pleased to present these COVID-19 Jobsite Protocols developed in partnership with EnviroNova, LLC in response to the global COVID-19 coronavirus outbreak. Operating under the guidelines of this plan and adhering to all government mandates, essential construction activities may continue during “shelter in place” and other social distancing protocols.

1.1 Symptoms and Spread of COVID-19

COVID-19 is a strain of the SARS-CoV-2 coronavirus that attacks the respiratory system and can have symptoms that range from mild to severe, and may even be life threatening in older individuals and those with certain underlying conditions. The Centers for Disease Control (CDC) data suggests the symptoms of COVID-19 can take between 2 to 14 days to develop after exposure to the virus.

The main symptoms of COVID-19, as referenced by the CDC, are as follows:

- Fever or Chills
- Cough
- Diarrhea
- Nausea or Vomiting
- Shortness of breath or difficulty breathing
- Congestion or Runny Nose
- Fatigue
- Muscle or Body Aches
- New loss of Taste or Smell
- Sore Throat

The primary way COVID-19 spreads from person to person is via coughs, sneezes, and shared touching of contaminated surfaces. An infected person coughing, sneezing, or touching another person or shared object, such as a doorknob or computer keyboard, spreads the virus. Droplets from an infected person can also travel through the air and reach the mouth or nose of a person nearby. If an employee is feeling sick, they should stay at home until symptoms subside.

The CDC offers a self-test application on its website to help with seeking appropriate medical care: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

1.2 Protecting BCCI Employees

BCCI is taking a proactive approach to prevent the spread of COVID-19 in the workplace and to protect its employees and their families against this illness at home and in public places. This document is based on recommendations by the Centers for Disease Control (CDC), the Occupational Safety and Health Administration (OSHA), World Health Organization (WHO), Environmental Protection Agency (EPA) and other health organizations as information is published. BCCI has developed this policy in accordance with standard Industrial Hygiene and Safety practices along with laws and regulations. Federal OSHA The General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health (OSH) Act of 1970, 29 USC 654(a)(1) “which requires employers to furnish to each worker “employment and a place of employment, which are free from recognized hazards that are causing or are likely to cause death or serious physical harm.” and California OSHA Regulations CCR Title 8 §3203. Injury and Illness Prevention Program and Title 8 section 5141 Control of Harmful Exposures requires employers to protect employees from inhalation exposures that can result in injury, illness, disease, impairment or loss of function.

The May 4, 2020 Shelter-in-Place Order required all large construction projects (large defined as over 20,000 square feet for commercial projects, or projects consisting of more than 10 units for residential) to assign a Third-Party Jobsite Safety Accountability Supervisor (JSAS). This requirement applies to Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties. EnviroNova will provide the oversight needed to fulfill this requirement and act as the Third-Party JSAS for essential BCCI projects. The requirements and duties of the Third-Party JSAS are as follows:

- JSAS must hold, at a minimum, OSHA-30 Hour certificate and first-aid training completed within the past two years.
- JSAS must be trained in the Order protocols and verify compliance via visual inspection and random interviews with workers.
- Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying failure to comply with the Order protocols. The written assessment must be copied, stored, and sent to a designated County official upon request by the County.
- If the JSAS finds the jobsite is not in compliance, the JSAS must work with the COVID-19 Safety Compliance Officer (SCO) in order to develop and implement a remediation plan.
- The JSAS must coordinate with the SCO to prohibit continuation of any work activity not in compliance with the Order protocols until addressed and the continuing work is compliant.
- The remediation plan must be sent to a designated County official within five calendar days of the JSAS's discovery of failure to comply.

The New 20 January 2021 San Francisco Department of Public Health requires each BCCI job-site to ensure Appendix A – Social Distancing Protocol and Appendix B – Construction Project Safety Protocol are to be completed and posted at the entrance to each job-site. The Superintendent will also be responsible for training workers on any updates to the Social Distancing Protocol at their daily safety tailgate meeting on-site and follow the County Mandate for Construction Projects dated 20 January 2021.

By developing this policy, BCCI is providing its employees with information they can use to reduce their exposure to the virus in the workplace and at home. In addition, BCCI has closed all construction sites past the maximum amount of days that COVID-19 is able to live on surfaces for further worker protection. Refer to Appendix C for Risk Level and Exposures information.

Since the situation is constantly updating, BCCI recommends employees go to the Federal, State, County, and Local Government websites for the most up to date information. BCCI will also be monitoring these websites to re-evaluate and update this plan and company action based on the most trusted published government data. All communication will be distributed by upper management.

<https://www.coronavirus.gov/>
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
<https://www.cisa.gov/>
<https://covid19.ca.gov/>
<https://www.osha.gov/SLTC/covid-19/standards.html>
<https://www.dir.ca.gov/dosh/coronavirus/>

1.3 Personal Protective Equipment (PPE) Recommendations

Good handwashing and hygiene practices are the most important habits for minimizing exposure to germs and preventing infections. BCCI has informed its employees of the recommended personal protective equipment (PPE) to include the following items:

Item	Comment
Hand Sanitizer	Travel size for use when proper handwashing facilities are not available. The sanitizer has been selected for its effectiveness against a broad range of viruses, including influenza, Hepatitis A, B, and C, and other viruses and bacteria.
Disinfecting Wipes & Gel	Used to disinfect surfaces you may touch when gloves are not available (pens, handrails, telephone handsets, etc.). The sanitizer has been selected for its effectiveness against a broad range of viruses including influenza, Hepatitis A, B, and C. It must be used so that the surface remains wet for 60 seconds.
Masks (Required)	Non-medical grade or KN95 masks for protection from infectious particles. **
Cloth Masks	All workers must wear a cloth face cover or mask. The cloth face cover is meant to protect other people in case you are infected. Continue to keep at least 6 feet between yourself and others. The cloth face cover is NOT a substitute for social distancing according to the CDC.
Disposable or Rubber-Coated Gloves	For use where some dexterity will be required. Vinyl material minimizes the potential for allergic reaction. Disinfect Rubber-Coated Gloves before each reuse.

**For as long as medical-grade masks such as N95 masks and surgical masks are in short supply, members of the public should not purchase those masks for use as Face Coverings; those medical-grade masks should be reserved for Health Care Providers and First Responders.

Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling allows droplets to be released from the mask, putting others nearby at risk. As a result, these masks are not a Face Covering and must not be used to comply.

BCCI employees must adhere to all “social distancing” policies as issued by local and federal authorities. As part of social distancing, BCCI employees should maintain at least 6 feet of distance between themselves and coworkers, family members, and anyone in public. This distancing policy should be maintained as much as possible in the workplace, as long as work can still be safely completed. If the current federal, state and local recommendation allows for a decrease in the amount of space between people and/or further assessment of jobsite conditions, BCCI will adjust accordingly. The jobsite protocols are defined in the Section 3 Daily Procedures and Disinfection, Appendix A: BCCI COVID-19 Daily Checklist Form, and Appendix B: BCCI-COVID-19 Superintendent Guidance.

2. Proactive Action Steps to Prevent Employees Infection

The purpose of these operating guidelines is to provide a course of action for BCCI to safely continue construction work and activities to protect employees from workplace exposures to COVID-19. These guidelines are based on published documents from the CDC, OSHA, EPA, and WHO.

OSHA has issued a hierarchy of workplace controls, which include implementing engineering controls as the first line of protection for employees. OSHA has recommended the following engineering and administrative controls, when possible:

- Utilize HEPA Air Scrubbing Machines on Jobsite—1 unit per 5,000 square feet at a minimum. May be increased to 1 per 2,500 square feet if jobsite conditions don't allow for effective air scrubbing.
- If conditions are available, increase Building HVAC ventilation rates in the work environment.
- BCCI will install appropriate barriers and signage to allow entrance only to authorized personnel.
- Job functions that require multiple workers in a small space such as hanging sheetrock will require the evaluation of increased HEPA Air Scrubbing Machines or PPE as defined in Appendix B Superintendents Guidance.

The CDC has published the following recommended strategies for employers to use now, which reflect OSHA's recommended administrative controls:

- **Encourage sick employees to stay home.** Any employee with symptoms of acute respiratory illness should remain at home until he/she no longer has a cough, shortness of breath or difficulty breathing or two other COVID-19 symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste or smell) for at least 24 hours without the use of fever-reducing or symptom-altering medication. Employees should notify their supervisor and remain at home if sick. Any employee who appears to have symptoms of acute respiratory illness upon arrival to work or develops symptoms throughout the workday should be separated from healthy employees and sent home until their illness subsides. Sick employees should cover their noses/mouths when coughing and sneezing, and use tissues when available. Employees shall present BCCI with a doctor's return-to-work letter.
- **Limit the number of workers per jobsite to maintain social distancing.** Square footage of the construction work areas will be determined so that worker loading will equal approximately 500 square feet per worker to maintain social distancing. BCCI will calculate the total square footage of construction space and then divide by 500 to calculate the worker loading.
- **Limit the number of workers on multi story jobsites to maintain social distancing:** BCCI will calculate worker loading and requests that each floor stay in autonomous groups throughout the workdays. However, BCCI Safety Team, foremen, and superintendents managing multiple floors must follow hygiene and PPE practices when moving from floor to floor. Do not allow workers to switch between floors in order to decrease the number of people they come into contact with daily. Maintain social distancing of at least 6 ft. of space between employees whenever possible. BCCI will increase the number of people on the jobsite, if the current federal, state, and local recommendation allows for an increase in the number of people and or further assessment of jobsite conditions allow for social distancing.

- **Review task-specific JHA.** If your task requires working in close proximity to another person, review the required JHA to ensure you are equipped with the proper PPE and are trained in and understand the directions for use. Do not start any task until you have been properly equipped and trained on procedures.
- **Use signs to encourage employees to practice healthy hygiene.** Place posters that encourage employees to stay home if they are feeling sick, display cough and sneeze etiquette, and handwashing hygiene. Provide no-touch disposal receptacles for employees when possible. Provide soap and water to wash hands for at least 20 seconds, plus alcohol-based hand sanitizer that contains at least 60-95% alcohol. Soap and water are preferential if hands are visibly dirty.
- **Perform routine disinfection.** Routinely disinfect all frequently-touched surfaces, like doorknobs, countertops, light switches, and personal work stations prior to work and at the end of the day. Employees should disinfect their keyboards, mouse, remote controls, and all desk surfaces before each use. Please note that sprayed disinfectants must remain on surfaces for at least **60 seconds prior and DO NOT WIPE OFF** to ensure the chemicals have sufficient time to kill bacteria/virus. These procedures are further detailed in Section 3.

EnviroNova recommends the following actions be taken in addition to the CDC's recommendations:

1. ***Complete Daily Screening Questionnaire via the Provided QR Code. If the project has less than 1- personnel, then Appendix A – Daily Checklist Questionnaire will be completed by hand and turned into the Project Superintendent.***
2. **Daily safety tailgate meetings at site.** Daily safety tailgates should be held each morning to discuss site conditions and share any updated information regarding COVID-19.
3. **Wear one layer of gloves of choice when working.** All employees should wear rubber-coated gloves or one layer of disposable glove of choice. No fully cloth gloves will be allowed. Rubber-coated gloves must be disinfected before use.
4. ***Follow OSHA & Local Guidance Report Workplace Exposures to COVID-19. Follow state and local health department reporting requirements. Notification of Local DPH when there are 3 or more in Positives Cases within a 14-day period. Any Serious Occupational Illnesses shall be reported to Cal-OSHA consistent with current regulations.***
5. **Competent person duties.** The competent person will ensure the procedures outlined in Section 4: Daily Procedures and Disinfection is followed at the Site.
6. **Health and Safety Plan (HSP).** BCCI will add to the existing HSP the BCCI COVID-19 Jobsite Protocols and the HSP will include a site logistics plan to include worker loading.

As part of the COVID-19 Jobsite Protocols, BCCI will accommodate the needs of its employees and staff. Every effort will be made to share appropriate information as soon as it becomes available.

While this specific strain of Coronavirus (COVID-19) has not been tested against any disinfectants at the time of this statement, the EPA has published a list of biocide chemicals that have been shown effective against similar classes of virus, which include the Human Coronavirus, Adenovirus, and SARS-associated Coronavirus.

BCCI employees using these chemicals for routine disinfection need Hazardous Communication training on the chemicals used, and Safety Data Sheets need to be available. Employers are required by Cal/OSHA's Hazard Communication Standard (CCR, Title 8, General Industry Safety Order 5194) to provide information to their employees about the hazardous substances, which they may be exposed, by means of a hazard communication program, labels, and other forms of warnings, safety data sheets (SDSs) and training. It is BCCI's responsibility to provide this information to employees and ensure they understand it, prior to working with or being exposed to hazardous substances.

EnviroNova recommends the use of Organic Vapor/Acid Gas/P100 stacked respirator cartridges with either half-face or full-face respirators during decontamination activities involving the use of disinfectants and/or chemicals. The OV/Acid Gas cartridges protect against the harmful chemical fumes of the disinfectants, and the P100 cartridges protect against the virus and bacteria. Employees who use respirators must adhere to all OSHA requirements for medical surveillance, respirator fit testing, and facial hair, and keep copies of these certifications in a binder onsite.

BCCI will make a determination of the need to perform full jobsite decontamination based on information gathered during the project. The jobsite workers should disseminate information up through the management, such as workers not feeling well, a verified case of Coronavirus, or other changes in site conditions.

Refer to Appendix D for the BCCI Disinfection Work Plan in case of a confirmed COVID-19 case.

3. Daily Procedures and Disinfection

EnviroNova recommends following the Builders' Association Bulletin No. 2005, "COVID-19 Recommended Best Practices for Construction Jobsites" and the City of San Francisco Order No. C19-07b for daily jobsite procedures and environmental disinfection. After areas have been decontaminated and verified, the recommendation for routine environmental disinfection of the jobsite are the following steps. Refer to Appendix A for the BCCI Daily Checklist.

- When employees arrive at the jobsite, all shall wash hands and then place either one layer disposable gloves or rubber-coated work gloves and protective face covering of choice.
- Employees at the jobsite should follow guidance for laundering their clothes at home (do not shake clothes out, wash work clothes separately).
- No more than 4 workers will be allowed to ride in an elevator at one time and shall wear gloves and face coverings of choice.
- Routine disinfection shall be performed on all frequently touched surfaces, which includes but is not limited to, workstations, countertops, handles, doorknobs, gang boxes, shared tools, and equipment.
- Workers will utilize the provided boot disinfection stations to clean their boots using sprayers and disinfectant prior to and after entering the jobsite.
- Use appropriate, authorized disinfecting agents and follow directions on the bottle. Ensure all exposed workers are trained on the hazards of the chemical (see SDS) in accordance with OSHA's Hazard Communication standard.
- Project trailers and offices shall be disinfected daily.
- On-Floor Restrooms/Portable bathrooms are serviced multiple times a week.
- All common areas, lunch, and break rooms shall be disinfected multiple times throughout the workday. **NO** Microwaves Allowed.
- **DO NOT** congregate in groups for lunch in lunch or break areas and **NO** communal food shall be permitted on the jobsite until further notice.
- Alcohol-based hand sanitizer and soap and water shall be available for employees in the workplace.
- **DO NOT** share PPE or Telephones, always disinfect reusable supplies and **NO CARPOOLING**.
- Fully sanitize and disinfect tools / equipment before each use.
- Sanitize reusable PPE per manufacturer's recommendation before each use.
- Identify specific locations & practices for daily trash (i.e. paper, hand towels, food containers) and ensure all soiled or used PPE is properly disposed.
- Inside fleet vehicles using aerosol or spray sanitizers, disinfect interior or frequently touched surfaces.
- HEPA Air Scrubbing Machines equipped with high-efficiency particulate air (HEPA) filters shall be used at each jobsite in accordance with BCCI's existing protocol.
 - Primary & secondary filters will be changed regularly. HEPA filters will not be changed.
 - Personnel changing filters shall wear either one layer of disposable gloves or rubber-coated work gloves, KN95 masks, and eye protection.
- Any additional questions/comments please refer to Appendices A & D or speak to BCCI Safety Mgr.

4. Response Procedures for COVID-19 Infected Jobsite

The purpose of these operating guidelines is to provide a course of action for BCCI to take after a confirmed case of COVID-19 has been identified at the Jobsite. These guidelines are based on published documents from the CDC, OSHA, EPA, and WHO. Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite. BCCI has informed and encouraged employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.

- **Separate sick employees.** Following OSHA COVID-19 Guidance, any employee who is suspected to have symptoms at time of check-in or develops symptoms throughout the workday should be separated from healthy employees and sent home at the employer's discretion based on Title 8 Section 3208 until their illness subsides. Personnel must meet the following requirements to return to work:
- *At least 24-hours have passed since a fever of 100.4 or higher has resolved without the use of fever reducing medications, COVID-19 symptoms have improved, and at least 10-days have passed since COVID-19 symptoms first appeared, or licensed healthcare provider provides determination personnel are no longer a COVID-19 event.*
- *It is NOT required to have a Negative Test or Doctors Note to Return to Work.*
 - Move potentially infectious people to a location away from workers and other visitors.
 - Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite. Restrict the number of personnel entering isolation areas.
 - Sick employees should cover their noses/mouths when coughing and sneezing, and use tissues when available.
 - Protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE.
 - The Site Supervisor shall contact the BCCI Safety Manager for guidance and refer to Appendix B.

When the Local Health Department had identified the facility or project site as an outbreak or there are three or more COVID-19 cases in an exposed workplace within a 14-day period, BCCI will enact enhanced procedures. These policies will remain in effect until there are NO new COVID-19 cases detected in the same workplace or project site.

- *The Company and/or Sub-Contractor will provide COVID-19 testing to all personnel who were present during the period of the outbreak.*
- *The Company and/or Sub-Contractor will provide testing to all personnel who were in the exposed workplace and offer testing, which will be once and then one week later.*
- *COVID-19 Testing of employees who remain at the workplace at least once per week or more frequently if recommended by Local Health Department, until there are NO more positive COVID-19 case at the workplace within a 14-day period.*



APPENDIX A: BCCI COVID-19 DAILY CHECKLIST FORM

Project _____ Company _____ Date _____

I affirm that:

- Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
- All of crew members are healthy and are free of the following symptoms:
 - Cough
 - Shortness of breath or difficulty breathing
 - Nausea or Vomiting
 - Fever or Chills
 - Fatigue
 - Muscle or Body Aches
 - Congestion or Runny Nose
 - Sore throat
 - New loss of taste or smell
 - Diarrhea
 - Headache
- No crew member(s) have traveled outside of the United States with the last 14 days.
- If any crew member(s) begins to exhibit symptoms on-site, they will be sent home immediately, and BCCI will be notified immediately.
 - A documented list of the locations where the crew member was working and the personnel, he/she encountered while on-site will be provided promptly to BCCI.
- All crew member(s) have been educated in hygiene best practices and social distancing.
- No crew member(s) have been in contact with any individual exhibiting symptoms of COVID-19 in the last 14 days.
- All personnel are certified and current with FIT testing for the use of a respirator (i.e., half-faced and/or full face) as applicable per these protocols.

Foreman Name _____ Signature _____

Names of Crew Members On-Site	Company Address	Company e-Mail	Company Phone Number

APPENDIX B: BCCI SUPERINTENDENT GUIDANCE

Quick Decision-Making Symptom Guide for COVID-19

IF AN EMPLOYEE HAS SYMPTOMS OF:	PERSON-IN-CHARGE TO TAKE THESE ACTIONS:	WHEN TO RETURN TO WORK:
<ul style="list-style-type: none"> • Cough • Shortness of breath or difficulty breathing • Fever or Chills • Muscle or body aches • Sore throat • New loss of taste or smell • Fatigue • Headache • Congestion or Runny Nose • Nausea or Vomiting • Diarrhea 	Separate employee from workforce. Call BCCI Safety for further guidance.	Employee must present doctor's note approving their safe return to work.
EMPLOYEE SITUATION	ENGINEERING CONTROLS	PPE REQUIRED
Approximately 1 employee per 500 sq. ft. Total square footage will be calculated, and then divided by 500. (Example: 20,000 sf area divided by 500 is 40 total workers.)	Adequate ventilation, HEPA negative air machines, routine disinfection, and social distancing. One (1) negative air machine per 5,000 sf.	Required PPE = One layer disposable gloves or rubber-coated work gloves, protective face covering, and safety glasses or face shield.
No more than 4 employees per elevator.	Unavailable mechanical controls. Social distancing.	Required PPE = One layer disposable gloves or rubber-coated work gloves, protective face covering, and safety glasses or face shield.
Employees working 6 ft. apart from one another.	Adequate ventilation, HEPA negative air machines, routine disinfection, and 10 workers per 5,000 sf.	Required PPE = One layer disposable gloves or rubber coated work gloves, protective face covering, and safety glasses or face shield.
10 or more employees per 5,000 sf or working in small rooms/more employees in a certain work area.	Increase ventilation substantially, increase HEPA negative machines, increase frequency of routine disinfection. Move negative air machines with workers as they move work areas.	Required PPE = KN95 masks or P100 respirator, one layer disposable gloves or rubber-coated work gloves, and safety glasses or face shield. **
Employees working in close proximity (less than 6 feet and less than 1 hour) or employees working on aerial lifts, which require close contact.	Increase ventilation substantially, increase number of HEPA negative machines, increase routine disinfection.	Required PPE = KN95 masks or P100 respirator, one layer disposable gloves or rubber-coated work gloves, safety glasses or face shield, coveralls or Tyvek suit recommended. **

Employees working in close proximity (less than 6 ft and more than 1 hour of strenuous work, i.e. hanging sheetrock, digging ditches).	Increase ventilation substantially, increase number of HEPA negative machines, increase routine disinfection. Move negative air machines to new work areas as workers move.	Required PPE = KN95 masks or P100 respirator, one layer disposable gloves or rubber-coated work gloves, safety glasses or face shield , coveralls or Tyvek suit required. **
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**For as long as medical-grade masks such as N95 masks and surgical masks are in short supply, members of the public should not purchase those masks for use as Face Coverings; those medical-grade masks should be reserved for Health Care Providers and First Responders.

Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling allows droplets to be released from the mask, putting others nearby at risk. As a result, these masks are **NOT** a Face Covering and must **NOT** be used to comply.

APPENDIX C: RISK LEVEL & EXPOSURE TABLE

RISK LEVEL	TRAVEL/INTERACTION EXPOSURES*	EXPOSURES IDENTIFIED THROUGH CONTACT INVESTIGATION
High	International travel	All international travel (beginning 3.6.2020).
	Direct close contact**	Living in the same household as, being an intimate partner of, or providing care in a non- healthcare setting (such as a home) for a person with symptomatic or suspected COVID-19 infection without using recommended CDC precautions.
Medium (assumes no exposures in the high-risk category)	North American air travel	On an aircraft, being seated within 6 feet (two meters) of a traveler with symptomatic or suspected COVID-19 infection; this distance correlates approximately with 2 seats in each direction.
	Close contact**	Close contact with a person with symptomatic or suspected COVID-19.
	Direct close contact**	Living in the same household as, an intimate partner of, or caring for a person in a non- healthcare setting (such as a home) to a person with symptomatic or suspected COVID -19 infection while consistently using recommended CDC precautions for home care and home isolation .
Low (assumes no exposures in the high-risk category)	Not applicable	Being in the same indoor environment (e.g. a classroom, a hospital waiting room, building lobby, or general jobsite location) as a person with symptomatic or suspected COVID-19 for a prolonged period of time but not meeting the definition of close contact.
No Identifiable Risk	Not applicable	Interactions with a person with symptomatic or suspected COVID-19 infection that do not meet any of the high-, medium- or low-risk conditions above, such as walking by the person or being briefly in the same room.

BCCI has determined that construction jobsites will be defined as Low to No Identifiable Risk.

*In general, geographic exposure categories do not apply to travelers who only transit through an airport.

**Close contact is defined as:

- Being within approximately 6 feet of a COVID-19 case for a prolonged period of time. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a confirmed COVID-19 case.

– Or –

- Having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

APPENDIX D: BCCI COVID-19 JOBSITE PROTOCOL WORK PLAN

Project Information *(To be completed by Subcontractor)*

Project Name:		Project Location: (Bldg/Room/Bay/Chase#)	
Subcontractor Name:		Trade:	
Project Duration: (number of days projected)			
Foreman's Name:	Cell Phone:	E-Mail:	Phone No.:
Short Description of work being performed (i.e., Tool Demo/Install, MEP Rough-In, Paint Hallway) Decontamination and disinfection of construction sites as part of BCCI's COVID-19 Jobsite Protocols. EnviroNova will provide oversight and confirmation that the treated areas have been sufficiently decontaminated and no health hazard is present.			

Work Description – List **MAJOR** tasks regarding your Scope of Work (detail on back side)

Scope of Work

- Set up regulated work area with barricade and signage around work area.
- Use HEPA-assisted vacuum and wet methods to remove all gross debris.
- Spray all horizontal and vertical surfaces with disinfectant.
- EnviroNova to ensure that disinfectant remains wet on surfaces for at least 60 seconds.
- EnviroNova to use handheld ATP (adenosine triphosphate) Detection meter to ensure no bacteria remains on treated surfaces.
- OPTIONAL: After ATP Detection meter clears surfaces, EnviroNova to collect spore trap air samples on a SAME DAY RUSH turnaround time.

Site Incident Prevention Bullets – conduct a hazard assessment of the work area and list precautionary measures taken to prevent any interruption to the area or production (e.g., sprinkler heads, stored material, interrupting employee path of travel/work area, exits, open floor tiles, spill protection, etc.) **Include Maps**

- Work will be done during the day.
- Work will be performed inside of regulated work area.

Please see Subcontractor's Job Hazard Analyses (JHA) (for high level detail) and Daily Pre-Task Plans (PTP) for detailed safety, health and environmental tasks, hazards and mitigation plans.

Products/Chemicals to be used – Attach all **Safety Data Sheets** that are pre-approved and will be used only for this project. (Products containing CA Prop 65 chemicals must be highlighted,)

Name of Product	Description of Application (brushed/sprayed/injected/etc.)	Quantity to be used (lbs/gal/liters/etc.)	Size of each container (lbs/gal/liters/etc.)	Rate of consumption (e.g., 2 gal/day, 2 lbs/wk, etc.)

Task Plan Checklist

	Yes	No	Note: Turn in all Training Documents & SDS to GC/PM prior to start of work.
1		X	Need any permits or signs? (i.e., EEW, Excavation, Confined Space, etc.)
2	X		Do all workers have appropriate training for the tasks they will perform (i.e., fall protection, LOTO, ladders, Line Break/Demo, etc.)? Provide appropriate training documents to GC for each worker.
3		X	Putting building on test or performing Fire/Life Safety/Install/Demo?
4		X	Performing Hot Work (welding, grinding)? Then Hot Work permit is needed.
5	X		Using chemicals or hazardous materials? If yes, it cannot contain CA Prop 65 Chemicals. The SDS must be submitted to BCCI for approval prior to arrival/usage.
6	X		Will work be conducted at elevated locations \geq 6 feet? Check items you will be using: <input type="checkbox"/> Ladders \geq 8 ft <input type="checkbox"/> Scaffold <input type="checkbox"/> Scissor Lift <input type="checkbox"/> JLG <input type="checkbox"/> Other _____

Task Hazard Analysis

1. List major tasks from your Work Plan Bullets (on front page)
2. Identify the Hazards/Risk associated with each task
3. Define the mitigation plan to eliminate and/or control the Hazard/Risk

Job Step/Task	Hazard/Risk	Mitigation Plan
Arrive onsite with materials.		
Barricade work area.	Other trades.	Signage, danger tape.
Use HEPA-assisted vacuum and wet methods to remove debris.	Dust, trip hazard.	PPE to include half-face respirator with P100 cartridges, protective coveralls, gloves, and safety glasses.
Spray all horizontal and vertical surfaces with disinfectant.	Breathing in chemicals, contact with skin.	PPE to include PAPR or other supplied-air respirator, protective coveralls, gloves, and safety glasses.
Confirm disinfectant remains wet on surfaces for at least 60 seconds.	Sufficient time.	Use stopwatch to record time.
Confirm surfaces are disinfected using ATP Detector Meter.		
OPTIONAL: Collect spore trap samples.		

WORK PROCEDURES

1. Work Procedure Decontamination Requirements

- Signs shall be posted in accordance with EPA and OSHA regulations for all regulated areas.
- No visitors, except for the government inspectors having jurisdiction, or BCCI employees or their consultants shall be permitted in the work area.
- Equipment in poor condition and/or not in proper working order will be rejected.
- Dirty equipment, material or supplies not free of all visible dust and debris will be rejected.
- Fire extinguishers shall be placed inside and outside containment (one for every 5,000 ft²).
- Surrounding objects such as diffusers, light fixture, ceiling grid, etc., should also be wet-wiped and HEPA-vacuumed.
- Use of negative air machines equipped with high-efficiency particulate air (HEPA) filters. A minimum of six (6) air changes per hour shall be maintained.
- Air movement shall be directed away from employees.
- All equipment, tools, disposal bags and other materials are to be removed from regulated area prior to visual inspection.
- Elevator will not be used for any other purpose during off-load of debris bags.
- All decontamination work shall be supervised by a Competent Person.
- All work shall be performed without disturbance to adjacent tenants.
- All work, where feasible, shall be performed using HEPA-vacuums and wet methods.
- Prior to commencement of work, the Abatement Contractor is to provide the Program Coordinator with a negative exposure assessment if one has been performed.
- If an alternative or modified method is used, proper written certification shall be submitted prior to commencement of work.

2. Filter Leak Testing

- All negative air machines shall have passed filter leak testing (D.O.P.) at the start of every new project. All HEPA vacuums shall have annually passed D.O.P. filter leak testing.
- The D.O.P. testing and certification shall be performed onsite at the project location. A third party, qualified professional shall perform all D.O.P. testing. The certifications shall be labeled on the machines and certificates posted on-site. All HEPA vacuums shall be D.O.P. re-certified every 30 days if a project lasts longer than 30 days. The certifications shall be included in the final report from the Environmental Consultant's report to the Property Manager.

3. Materials

- Only 6 mil, fire-retardant polysheeting or heavier, if specified shall be used.
- The entry and exit flaps to work area shall be constructed with Z-doors.
- Spraying of biocide that is listed on the attached EPA pre-approved list of cleaning products will be applied to all horizontal and vertical surfaces.
- While this specific strain of coronavirus (COVID-19) has not been tested against any disinfectants at the time of this statement, the EPA has published a list of biocide chemicals that have been shown effective against similar classes of virus, which include the Human Coronavirus, Adenovirus, and SARS-associated Coronavirus. Refer to Appendix D for a full list of EPA pre-approved cleaning products compiled by the American Chemistry Council's Center for Biocide Chemistries that can be used for the COVID-19 virus outbreak. Please note that at the time of this Pandemic Response Plan, there have been no trials of the effectiveness of these products specifically against the COVID-19 strain.
- Other materials may be specified as needed.

4. Engineering Controls / Work Practices

The project will involve the isolation, containment and wipe down of all hard surfaces using Foster's First Defense Disinfectant 40-80 Ready to Use (RTU) biocidal chemical or similar EPA approved biocide, per the below referenced engineering controls and work practices. This disinfectant is one of the agents approved by the EPA (Registration No. 6836-152-63836) for use as a disinfectant against the COVID-19 pathogen.

- Mobilize equipment and supplies. Conduct an orientation and pre-disinfectant safety meeting with the crew.
- Establish containments to isolate the work areas using 6 mil fire retardant poly sheet.
- Establish negative air machines within each regulated area. These units will be in "scrub" (interior circulation) mode, so as to continuously filter and circulate the air within the regulated area throughout the disinfecting operation.
- Foster's 40-80 (Ready to Use) biocide or similar EPA approved biocide will be aerosol sprayed into the contained work area via an airless sprayer at the beginning of the project so as to equally cover all horizontal and vertical surfaces. The air & biocide mix will be circulated throughout the contained work area for 15 minutes prior to the start of the manual cleaning.
- All hard horizontal and vertical surfaces will be manually wiped down using Foster's 40-80 (RTU) or similar EPA approved biocide in liquid form and clean industrial rags.
- Soft surfaces will be HEPA vacuumed.
- The used rags (and other cleaning materials) as well as the poly will be bagged in 6 mil poly bags, sealed and disposed of as non-hazardous waste.

5. Air and Surface Sampling with Visual Inspection

- EnviroNova will perform a visual inspection of the regulated area during the application of the disinfectant to confirm the disinfectant remains wet on all applied surfaces for longer than 60 seconds.
- Once cleaning and chemical application is completed, EnviroNova will utilize a hand-held ATP Detection meter to perform confirmatory surface sampling.
- Once the handheld meter has been used to clear surfaces, EnviroNova will collect bio-aerosol samples on Air-O-Cell cassettes using a high-volume air-sampling pump with a calibrated flow rate of 15.0 liters per minute (lpm) on a SAME DAY RUSH turnaround time.
- The comparison spores-in-air samples will be collected in the following sampling event protocols: one (1) inside the decontaminated area per every 5,000 ft², and one (1) outside at the exterior of the building. One sample is required per five-thousand (5,000) square feet. Sampling strategy shall take into account the HVAC system layout, natural drafts, the configuration for the NPE and other factors affecting air flow.
- The spores-in-air samples were submitted under chain of custody procedures to Environmental Microbiology Laboratories P&K (EMLab) in South San Francisco, California for analysis.
- The spores-in-air samples will be collected and analyzed following spores-in-air sampling and analysis protocols.
- The analytical sensitivity is the spores/m³ divided by the raw count. The limit of detection is the analytical sensitivity multiplied by the sample volume divided by 1000.
- EnviroNova will utilize the MoldSTAT™: Supplementary Statistical Spore Trap Report from the certified analytical report to make determinations of spore counts and species and relative clearance levels.



APPENDIX E: BCCI APPROVED DISINFECTION CONTRACTORS

Company Name	Service By Medallion
Street Address	411 Clyde Avenue
City/State/Zip	Mountain View, CA, 94043
Point of Contact	Andy Miller
E-Mail Address	amiller@servicebymedallion.com
Phone No.	(414) 727-0542

Company Name	Sterling Environmental
Street Address	10203 East Street
City/State/Zip	Oakland, CA, 94603
Point of Contact	Ron Lotman
E-Mail Address	rlotman@sterlingenv.com
Phone No.	(510) 773-5696



Home Isolation and Quarantine Instructions

Caring for yourself and others during COVID-19

This document includes isolation and quarantine instructions, information on self-care and how to protect your family, household, friends and community. You may want to read it in full, and share with others, to stay prepared.

This document can be printed in 5 different 1-3 page sections, if needed, and covers the following topics:

What to do if you have symptoms and don't know if you have COVID-19:	
Home isolation for symptoms	2
What to do if you had a positive COVID-19 test or were diagnosed with COVID-19:	
Home isolation for confirmed COVID-19	4
What to do if you had close contact with someone with COVID-19:	
Quarantine	6
Caring for yourself and others in your home	9
Protecting your loved ones and others in your home from COVID-19	9
When to get medical care	9
Essential Workers: Returning to work before your isolation or quarantine ends	10



San Francisco Department of Public Health

What to do if you have symptoms and don't know if you have COVID-19

Home Isolation Instructions for Symptoms

These instructions are for people who have NOT had close contact with someone with COVID-19, who haven't been tested or are waiting for their test result.

1. Stay home except to get tested or get medical care.

- You should stay at home even if you haven't been tested yet. You must stay at home while you're waiting for your test result.
- Do not let visitors inside your home, unless you need their help to take care of you. Friends and family can leave food, medicine, and other things you need outside your door.
- If you leave home to get tested or get medical care, avoid using public transportation, taxis, or ride-shares (Lyft, Uber) if possible. For more information, see www.sfcdcp.org/safertransit.

2. Get tested.

- Contact your doctor or the clinic listed on your health insurance card. Tell them that you have symptoms of COVID-19. Health care providers in San Francisco are required to offer you a test for COVID-19 if you have COVID-19 symptoms, under [Health Order C19-15c](#).
- If you do not have health insurance or a regular doctor, see <https://sf.gov/gettested> for places where you can get tested for free.

3. Care for yourself and watch for worsening COVID-19 symptoms.

Most people with COVID-19 symptoms have mild illness and can recover at home without medical care. Take care of yourself. Rest and drink plenty of fluids. Over-the-counter medicine like acetaminophen (Tylenol®) or ibuprofen (Motrin® or Advil®) can help relieve fever or pain.

Symptoms appear 2-14 days after someone is infected, usually 5-6 days later. Symptoms include:

- | | |
|--|-----------------------------------|
| • Fever, chills, or repeated shaking/ shivering | • Feeling unusually weak or tired |
| • Cough | • Muscle aches |
| • Shortness of breath or trouble breathing | • Headache |
| • Sore throat | • Runny or congested nose |
| • Loss of taste or smell. Food and drink may taste or smell different. | • Nausea, vomiting, or diarrhea |

Call your doctor if your symptoms get worse, especially if you have trouble breathing. See the section below, "[When to get medical care.](#)"

4. Try to stay away from other people in your home, in case you are infected.

Read the section below, titled "[Protecting your loved ones and others in your home.](#)"

Ending isolation after COVID-19 symptoms: When can I be around other people?

If your test is negative

In most cases, you can be around people if:

- You had no fevers in the last 24 hours, without using fever-reducing medication **and**
- Your symptoms are improving.

There is still a chance that you could have COVID-19 and spread it to other people. People can test negative early in their infection. To be safe, you may want to stay at home for 10 days after your symptoms started. Talk with your doctor if you are not sure what to do.

If you had close contact with someone who has COVID-19 in the last 10 days, you still must stay at home until your quarantine ends. See the section below, titled “[What to do if you had close contact with someone with COVID 19: Home Quarantine Instructions](#)”

If your test is positive

See the section on “[What to do if you had a positive COVID-19 test: Home Isolation Instructions for COVID-19](#).” In most cases, you can be around people when all of the following are true:

- It’s been 10 days after your symptoms started **and**
- You had no fever in the last 24 hours, without taking medicine for fever **and**
- Your symptoms are improving.

If you didn’t get tested or you’re still waiting for your test result

You can be around other people when all of the following are true

- It’s been 10 days since your symptoms started **and**
- You had no fever in the last 24 hours, without taking medicine for fever **and**
- Your symptoms are improving.

What if I have symptoms, but I already had COVID-19 in the last 3 months?

Consult your health care provider. Your health care provider will decide if you need to be tested or stay in isolation.

Does everyone in my home have to stay at home until I get my test result?

No. Other people in your household can still work, attend school, and continue their usual activities, as long as they don’t have COVID-19 symptoms.



San Francisco Department of Public Health

What to do if you had a positive COVID-19 test or were diagnosed with COVID-19

Home Isolation Instructions for COVID-19

1. Stay home except to get medical care.

- You must stay at home and away from other people, except to get medical care.
- Do not let visitors inside your home, unless you need their help to take care of you. Friends and family can leave food, medicine, and other things you need outside your door.
- If people enter your home to take care of you, they must quarantine. See the section on [close contact and quarantine](#) for more information.
- Call 3-1-1 if you cannot isolate from other people where you live, or if you need food or other resources to stay at home.

2. Answer the phone if you get a call from (916) 262-7553.

This is a trained health worker from the San Francisco Department of Public Health calling because you have COVID-19. The health worker will ask how you are doing and connect you to food, housing, and other support so you can stay at home safely. Health department staff will also help notify people you were in close contact with (within 6 feet for a total of 15 minutes or more) and might have been exposed to COVID-19.

Your name will **not** be shared with people you had close contact with.

Health workers **will not** ask you for:

- Your immigration status or Social Security number
- Money
- Bank account or credit card numbers

3. Tell your close contacts that they have been exposed to COVID-19.

A close contact is anyone who was within 6 feet of you for a total of 15 minutes or more over the course of a day, starting 48 hours before your symptoms began (if you had no symptoms, 48 hours before your positive test was collected from you).¹

An infected person can spread COVID-19 to others before they have symptoms or test positive. By letting your close contacts know that they may be infected and need to quarantine, you're helping to keep COVID-19 from spreading.

- Give or send your close contacts a copy of the section below titled "[What to do if you had close contact with someone with COVID 19: Home Quarantine Instructions](#)." It is also online at www.sfgdcp.org/i&q

¹ A close contact also includes anyone who lived or stayed overnight with you; took care of you or you took care of them; were physically intimate with you, including only kissing or having sex; or had contact with your bodily fluids (you coughed or sneezed on them, shared eating utensils, or drank out of the same cup or bottle), while you're contagious.

- If you **already** had the California Notify app (canotify.ca.gov) on your smartphone **before** your positive COVID-19 test, enter the California DPH code texted to you into the app. People who had the app on their phone when they had close contact with you will be told that they were exposed to COVID-19. They will be told the date of the exposure but not the time, location, or who you are.

4. Care for yourself and watch for worsening COVID-19 symptoms.

Most people with COVID-19 symptoms have mild illness and can recover at home without medical care. Take care of yourself. Rest and drink plenty of fluids. Over-the-counter medicine like acetaminophen (Tylenol®) or ibuprofen (Motrin® or Advil®) can help relieve fever or pain.

Symptoms appear 2-14 days after someone is infected, usually 5-6 days later. Symptoms include:

- Fever, chills, or repeated shaking/ shivering
- Cough
- Shortness of breath or trouble breathing
- Sore throat
- Loss of taste or smell. Food and drink may taste or smell different.
- Feeling unusually weak or tired
- Muscle aches
- Headache
- Runny or congested nose
- Nausea, vomiting, or diarrhea

Call your doctor if your symptoms get worse, especially you have trouble breathing. See the section titled "[When to get medical care.](#)"

5. Try to stay away from other people in your home.

- Read the section below titled "[Protecting Your Loved Ones and Others in Your Home.](#)"

Ending isolation: When can I safely be around others after COVID-19?

If you had symptoms,

You can be around others when all of the following are true:

- It's been 10 days since symptoms first appeared **and**
- You had no fever in the last 24 hours, without taking medicine for fever **and**
- Your symptoms are improving.
*You can be around others even if changes in taste or smell are not improving.
Loss of taste or smell can last for weeks to months.*

If you never had any symptoms, you can be with others after:

- It's been 10 days since the day of your positive test was collected.

If your symptoms started after your positive test, see the instructions for if you had symptoms above.

If you had severe illness from COVID-19 (you were hospitalized and needed oxygen), you may need to stay in isolation for up to 20 days after your symptoms first appeared. Ask your hospital team or health care provider.

If you have a weakened immune system or are immunocompromised, which can include, for example, people who are undergoing cancer treatment, or people who have had an organ transplant, or people who are being treated for some autoimmune diseases) you may need to stay home and isolate for up to 20 days. Talk to your healthcare provider.



San Francisco Department of Public Health

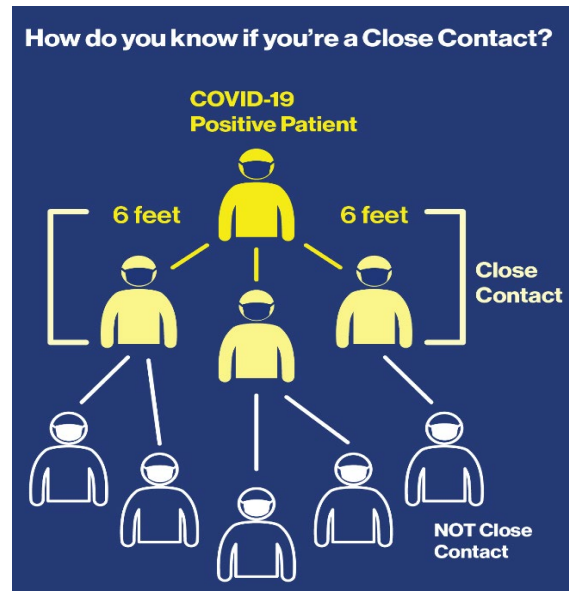
What to do if you had close contact with someone with COVID-19

Home Quarantine Instructions

If you had close contact with someone who has COVID-19, you may be infected. You could spread the infection to others, even before you develop symptoms or test positive. If you are quarantining for travel reasons, you will need to follow these same instructions. Here's what you need to do:

1. Stay home except to get tested or get medical care.

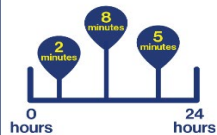
- You must stay at home and away from other people, except to get tested or get medical care.
- Do not let visitors inside your home, unless you need help to take care of you. Friends and family can leave food, medicine, and other things you need outside your door.
- If you leave home to get tested or get medical care, avoid using public transportation, taxis, or ride-shares (Lyft, Uber) if possible. For more information, see www.sfgdcp.org/safertransit.
- Call 3-1-1 if you cannot quarantine where you live, or if you need food or other resources.



You're a close contact if you've been within 6 feet for 15 minutes altogether or more over the course of a day.



15 minutes total



2. Get tested.

A COVID-19 test is strongly recommended for close contacts, especially if you live with someone who is more likely to get very sick if they get COVID-19. For a list of groups who are at higher risk of severe COVID-19, see [sfgdcp.org/vulnerable](https://www.sfgdcp.org/vulnerable).

- Get tested **6 days after your last close contact**, if you don't develop any symptoms before then.
- Get tested **right away if you develop symptoms** at any point during your quarantine, even if you had a negative test earlier during quarantine.

Stay home until the end of your quarantine, even if your test is negative.

You could still be infected. People can test negative early in their infection.

To get a COVID-19 test,

- Contact your doctor or the clinic listed on your health insurance card. Tell them that you had close contact with someone with COVID-19. Health care providers in San Francisco are required to offer you a test for COVID-19 if you have COVID-19 symptoms, under [Health Order C19-15c](https://www.sfdph.org/HealthOrderC19-15c).
- If you do not have health insurance or a regular doctor, see <https://sf.gov/gettested> for places where you can get tested for free.

3. Answer the phone if you get a call from (916) 262-7553.

This is a health worker from the San Francisco Department of Public Health calling because you have been exposed to COVID-19. They can answer your questions about COVID-19 and quarantine, help you get tested, and help connect you to food, housing, or other support so you can stay at home.

Health department staff **will not** ask you for:

- Your Social Security number or immigration status
- Money
- Bank account or credit card numbers

4. Watch for symptoms of COVID-19.

Get tested if you develop symptoms, even if you already had a negative COVID-19 test earlier during quarantine. Symptoms appear 2-14 days after someone is infected, usually in 5-6 days.

Symptoms include:

- Fever, chills, or shaking/ shivering
- Cough
- Shortness of breath or trouble breathing
- Loss of taste or smell. Food and drink may smell or taste different
- Sore throat
- Feeling unusually weak or tired
- Muscle aches
- Headache
- Runny or congested nose
- Nausea, vomiting, or diarrhea

Most people with COVID-19 symptoms have mild illness and can recover at home without medical care. Take care of yourself. Rest and drink plenty of fluids. Over-the-counter medicine like acetaminophen (Tylenol®) or ibuprofen (Motrin® or Advil®) can help relieve fever or pain.

Call your doctor if your symptoms get worse, especially you have trouble breathing. See [“When to get medical care”](#) below

5. Try to stay away from other people in your home, in case you are infected.

Read the section below, titled [“Protecting your loved ones and others in your home.”](#)

What if I already had COVID-19 in the last 3 months?

If you had COVID-19 in the last 3 months, confirmed by a lab test, you do not have to quarantine, as long as you have no symptoms. You must watch for symptoms for 14 days after your last close contact with the person who has COVID-19.

If you develop symptoms, quarantine at home until you can consult with your health care provider. Your health care provider will decide if you need to be tested or stay in quarantine.

Does everyone in my home have to quarantine with me?

No. Only people who had close contact with someone with COVID-19 must quarantine. Other people you live with can leave home, as long as they don't have COVID-19 symptoms.

Ending quarantine: When can I safely be around others?

If you don't develop any symptoms and don't have a positive test, you can end your quarantine 10 days after your last close contact with the person who had COVID-19.

- If you can't stay away from the person with COVID-19 (for example, a child or someone you take care of), you must quarantine for 10 days after they are no longer infectious. This is usually 20 days after the person started having COVID-19 symptoms, or if they never have symptoms, 20 days after their positive test.

Keep watching for symptoms from days 10-14.

- There is a very small chance that you could be infected and could spread it to others. If you have symptoms during this time, get tested and stay at home until you get your test result.
- During this time, avoid higher-risk activities like eating with others or being around people who are more likely to get very sick if they get COVID-19.
- If you do not develop symptoms during the 14 days after your exposure, you can resume your usual activities.

Waiting for 14 days after your last close contact to end your quarantine is safest.

If you work in a jail, nursing home, shelter, or dormitory, you must wait 14 days after your last close contact to return to work. If you live in one of these places, you must wait 14 days to end your quarantine. This is because COVID-19 can spread quickly in jails, nursing homes, and other places where many people live together. There are exceptions for essential workers (see [returning to work](#) below).

What if I have symptoms during quarantine?

You should get tested right away, even if you had a negative test earlier during your quarantine.

If you have symptoms and test negative, you can end quarantine when

- It's been 10 days since your last close contact with the person with COVID-19 **and**
- You had no fever in the last 24 hours, without using medicine for fever **and**
- Your symptoms are improving.

If you have symptoms but don't get tested, or you're waiting for your test result, you must wait until

- It's been at least 10 days since your last close contact with the person with COVID-19 **and**
- It's been at least 10 days since your symptoms started **and**
- You had no fevers in the last 24 hours, without using medicine for fever **and**
- Your symptoms are improving.

What if I have a positive test during quarantine?

Usually, you must stay home until 10 days after your symptoms started, you have not had fever for 24 hours, and your symptoms are improving. If you didn't have symptoms, you must stay home for 10 days after your positive test. For more information, read "[Ending isolation after a positive COVID-19 test or COVID-19 diagnosis.](#)"

Caring for yourself and others in your home

Protecting your loved ones and others in your home from COVID-19

It can be scary to think that you might give COVID-19 to your family and other people you live with. You can take some simple and important steps to help keep COVID-19 from spreading in your home, even before you get your test result.

Not everyone can take these steps all the time, especially with young children. However, by taking as many steps as you can, as much as you can, you can protect those you love and those living with you.

- **Try to stay away from other people and pets at home**, especially older people and others who are more likely to become very ill from COVID-19. For a list of groups who are at higher risk of severe COVID-19, see sfcdcp.org/vulnerable.
- **Stay in a separate room** if you can, especially when you are sleeping, eating, and other times when your mask is off. Use a separate bathroom if you can.
- **Wear a face mask at home. Have other people wear face masks at home too.** For safety, children 0-23 months and anyone else who cannot take off a mask without help should not wear a mask. You do not need to wear a mask when you are in a separate room that no one else enters.
- **Open windows** if it's safe to do so. The virus that causes COVID-19 can build up in the air indoors, so you'll want to bring in as much fresh air as possible. If you live with children, open windows no wider than 4 inches to prevent falls. You can also put a fan in front of an open window to blow indoor air out of the house. For more information, see sfcdcp.org/covid-ventilation.
- Wash or sanitize your hands often.
- Don't share personal household items, like cups, towels, and utensils.
- Avoid preparing food for other people. If you must prepare food for others, wear a mask while preparing food, and wash your hands with soap beforehand.

When to get medical care

- **Get medical care if your symptoms get worse**, especially you have trouble breathing. For example, worrisome signs can include
 - Feeling out of breath, dizzy or light-headed when you're moving around the house, preparing meals, showering or bathing, or doing light housekeeping
 - Dehydration because you are too ill or too tired to eat or drink.
- **Get emergency medical care** immediately for any of these warning signs.
 - Trouble breathing
 - Chest pain or pressure that is not going away
 - Being more confused than usual
 - Trouble waking up or staying awake
 - Blue-ish lips or face

If you need to get medical care

- Call ahead to the clinic or emergency room, if you can. Tell them that you have COVID-19. If you call 911, tell the operator that you have COVID-19. This helps health care staff prepare for your arrival.
- Avoid using public transportation, taxis, or rideshares (Lyft, Uber) if you can, so you don't expose other people. If you must use public transit, see <https://www.sfgdcp.org/safertransit>
- Do not wait in the waiting room. Wear a face covering or mask at all times if possible.

Essential Workers: Returning to work before your isolation or quarantine ends

Some workers in the following groups are allowed to return to work early during staff shortages. Your employer may require you to wear a surgical mask or take other precautions until your isolation or quarantine ends. Consult your employer.

- **Essential COVID-19 response workers.** You're part of this group if you're a health care worker, lab worker handling COVID-19 specimens, morgue worker, sanitation worker, first responder, law enforcement, 911 or 311 operator, or emergency management personnel; if you're assigned to work as a Disaster Service Worker, and if you work in a long-term care facility (nursing home) or homeless shelter.
- **Social service workers in child welfare (e.g. Child Protective Services, Foster Care) and assisted living facilities** who have face-to-face contact with clients.

Each business allowed to operate in San Francisco must complete, post onsite, and follow this Social Distancing Protocol checklist. The attached **Instructions and Requirements** detail what is required and how to complete this checklist.

Check off all items below that apply and list other required information.

Business name:

Contact name:

Facility Address:

Email / telephone:

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

SIGNAGE & EDUCATION

- ☐ Post signage at each public entrance of the facility requiring of everyone:
 - (1) do not enter if experiencing COVID-19 symptoms. List the symptoms in the San Francisco COVID-19 Health Screening Form for non-personnel (**Attachment A-2**); (2) maintain a minimum six-foot distance from others in line and in the facility; (3) wear a face covering; and (4) for self-brought bags, keep bags in a cart/basket or carry them and self-place items in bags after checkout
- ☐ Post a copy of this two-page Social Distancing Protocol checklist at each public entrance
- ☐ Post signage showing maximum number of patrons who can be in line and in the facility
- ☐ Post required signage in all break rooms and similar indoor spaces used by Personnel stating:
 - (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors.
 - (2) Seniors and those with health risks should avoid indoor settings with crowds.
 - (3) Personnel must remain at least six feet away from others outside their Household at all times
 - (4) A copy of the "Take a Break Safely" Poster (available online at sf.gov/file/covid-break-room)
 - (5) Signage indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above.
- ☐ Educate Personnel about this Protocol and other COVID-19 related safety requirements

PROTECTIVE MEASURES

- ☐ Follow Sections 2.1 through 2.4 below, including:
 - ☐ Ensure Personnel stay home or leave work if they answer yes to any of the three questions on the Personnel Screening Attachment (**Attachment A-1**). See www.sfgcdcp.org/screen for this form.
 - ☐ Provide Personnel a copy of the Personnel Screening Attachment (A-1) to ensure they understand when to stay home and for how long. That form discusses rules for staying out of work due to concerns of COVID-19 exposure. Translated versions of the Personnel Screening Attachment (A-1) are available online at www.sfgcdcp.org/screen.
 - ☐ Ensure Personnel review health questions on the Personnel Screening Attachment (A-1) before each shift and advise Personnel what to do if they are required to stay home.
- ☐ Require Personnel and patrons to wear a face covering as required by Health Officer orders
- ☐ Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and patrons onsite and favoring allowing Personnel to carry out their duties from home when possible
- ☐ Require that patrons cancel or reschedule appointments or reservations for non-essential services if they have COVID-19 symptoms or exposure, as described in San Francisco COVID-19 Screening Form (Attachment A-2). Ensure that patrons can cancel an appointment or reservation for COVID-19 symptoms or exposure without financial penalty. You may offer to reschedule for another time if the patron wants to reschedule instead of to cancel.

MEASURES TO PREVENT UNNECESSARY CONTACT

- ☐ Tell Personnel and patrons to maintain physical distancing of at least six feet, except Personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary
- ☐ Separate all used desks or individual work stations by at least six feet
- ☐ Place markings in patron line areas to ensure six feet physical distancing (inside and outside)
- ☐ Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. The Board of Supervisors has required businesses to accept cash—if cash is used encourage exact change.
- ☐ Maintain Plexiglas or other barriers between patrons and Personnel at point of payment (if not possible, then ensure at least six feet of distance)
- ☐ Limit the number of patrons in the business at any one time to: _____
- ☐ Separate ordering areas from delivery areas or similarly help distance patrons when possible
- ☐ Add signage and educate Personnel about safer break room practices, including as required in Section 3.27
- ☐ Optional—Describe other measures:

SANITIZING MEASURES

- ☐ Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (countertops, payment systems, pens, and styluses)
- ☐ Provide disinfecting wipes that are effective against SARS-CoV-2 near shopping carts, shopping baskets, and high-touch surfaces and provide hand sanitizer
- ☐ Have Personnel disinfect carts and baskets after each use
- ☐ Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to patrons and Personnel at or near the entrance of the facility, at checkout counters, and anywhere else people have direct interactions
- ☐ Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
 - ☐ Break rooms:
 - ☐ Bathrooms:
 - ☐ Other:
- ☐ Prevent people from self-serving any items that are food-related:
 - ☐ Provide lids and utensils for food items by Personnel, not for patrons to grab
 - ☐ Limit access to bulk-item food bins to Personnel—no self-service use
- ☐ Require patrons and Personnel to follow requirements of Section 3.25 below for self-brought bags, and prohibit patrons from bringing any other reusable items such as coffee mugs.
- ☐ Prohibit Personnel from using shared food prep equipment for their own use (e.g., microwaves, water coolers), but microwaves may be used if disinfected between each use and hand sanitizer is available nearby and water coolers may be used as outlined in Section 3.14 below.
- ☐ Optional—Describe other measures (e.g., providing senior-only hours):

INDUSTRY-SPECIFIC DIRECTIVES

- ☐ Ensure that you have read and implemented the attached list of requirements.
- ☐ In addition to complying with the Social Distancing Protocol, many businesses must comply with additional, industry-specific directives. Go to www.sfdph.org/directives and check to see if your business is subject to one or more additional directives. For each one, you must review the Health and Safety Plan (HSP) requirements and post an additional checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive. Check this box after you have checked the list of directives and posted any other required HSP.

* Any additional measures may be listed on separate pages and attached.

[You are not required to post these Instructions and Requirements]**Instructions:**

The two-page Social Distancing Protocol checklist above must reflect the business's completion of each requirement listed below unless an item is not applicable. Use the two-page checklist above to show compliance with these requirements. The business does not need to post these Instructions and Requirements, only the checklist above. The term "Personnel" is defined in Health Officer Order to which this Appendix is attached. The term "patron" includes customers, others seeking services, visitors, and guests.

Requirements:

In addition to the items below, this protocol requires the business to ensure that Personnel who perform work associated with the business are covered by the Social Distancing Protocol checklist and comply with those requirements. Each business is required to take certain steps in the protocol related to its Personnel, including the actions listed in Sections 2.1 through 2.4 below if Personnel are sick. Each business is prohibited from taking any adverse action against any Personnel for staying home in the circumstances listed in Sections 2.1 through 2.4 below. Personnel of each business are prohibited from coming to work if they are sick and must comply with the protocol, including the rules for returning to work listed in Sections 2.1 through 2.4 below.

1. Signage and Education

- 1.1.** [Minor edits to this section 11/3/20] Post signage at each public entrance of the facility or location (if any) to inform all patrons that they must: not wait in line or enter the facility or location if they have a symptom of COVID-19 that is new or not explained by another condition, listing the symptoms from the Screening Form for non-personnel (Attachment A-2) or using the symptom list available online at www.sfcddp.org/covid19symptoms; maintain a minimum six-foot distance from others while in line or in the facility or location; wear a face covering or barrier mask (a "Face Covering") at all times; not shake hands or engage in any unnecessary physical contact; and, if they bring their own reusable bags, leave the bags in a shopping cart/basket or carry them and bag their own items after checkout. Criteria for Face Coverings and the requirements related to their use are set forth in Health Officer Order No. C19-12d, issued on December 22, 2020 (the "Face Covering Order"), including as that order is updated in the future. Sample signs are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. A list of common symptoms of COVID-19 can be found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- 1.2.** Post a copy of the Social Distancing Protocol checklist at each public entrance to the facility or location.
- 1.3.** Distribute to all Personnel copies of the Social Distancing Protocol checklist in hardcopy or electronic format.
- 1.4.** Educate all Personnel on the requirements of the Social Distancing Protocol and any other Health Officer directive that applies.

2. Screening Requirements and Related Restrictions

[Entire section revised 9/14/20; minor edits made 11/3/20] Businesses and other entities in the City that are allowed to operate must screen all Personnel each day using the screening process described in Sections 2.1 through 2.4 below. Attached to this Appendix is the Personnel Screening Attachment (**Attachment A-1**) which provides the three questions that must be used for that purpose. That form may be used, or the business may adapt the questions and the information contained in that form for use through another method such as by phone, text message, email, web interface, or app.

Separately, many businesses and other entities that are allowed to operate are required by separate directives to screen guests, visitors, customers, or others using similar questions. Attached to this Appendix is the San Francisco COVID-19 Health Screening Form for non-personnel (**Attachment A-2**) that may be used for this purpose. If a directive requires use of the San Francisco COVID-19 Health Screening Form, then that form must be used or the business or entity may adapt the questions and the information contained in that form for use through another method such as by phone, text message, email, web interface, or app.

A copy of the applicable screening form should be provided to anyone on request, although a poster or other large-format version of the form may be used to review the questions with people verbally at entrances. Businesses and organizations can use the guidance available online at <https://www.sfcddcp.org/wp-content/uploads/2020/05/COVID19-Screening-Questions-UPDATE-05.26.2020.pdf> for determining how best to conduct screening. The City has flyers, posters, fact sheets, and social media graphics available in multiple languages for use by the community. These resources include posters regarding use of Face Coverings and screening. These resources are available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.

The screening requirements listed in this Appendix are subject to any more specific (or different) requirements that apply under any other Health Officer directive or order.

Personnel Screening and Restrictions:

- 2.1.** [Updated 1/20/21] Instruct all Personnel orally and in writing not to come to work or the facility if they answer yes to any of the three questions on the Personnel Screening Attachment (**Attachment A-1**). See www.sfcddcp.org/screen for this form including translations.
- 2.2.** Provide a copy of the Personnel Screening Attachment (A-1) to all Personnel who regularly work at the facility or location in hardcopy format or electronically. PDF and translated versions of the Personnel Screening Attachment can be found at www.sfcddcp.org/screen. If the Personnel Screening Attachment is updated, provide an updated copy to all Personnel. Instead of sending out the attachment, Businesses may adopt the questions and information contained on the Personnel Screening Attachment and ask Personnel those questions and deliver the information contained in that form through another format.
- 2.3.** [Updated 1/20/21] Review the three questions on the Personnel Screening Attachment on a daily basis with all Personnel in the City who work at the facility or location before each person enters work spaces or begins a shift. If such a review is not feasible because the business does not directly interact with some Personnel onsite daily, then that business must for those Personnel (1) instruct such Personnel to review the questions before each shift in the City and (2) have such Personnel report to the

business that they are okay to begin the shift such as through an app, website, or phone call.

Instruct any Personnel who answered yes to any of the three questions on the Personnel Screening Attachment to return home or not come to work and follow the directions on the Attachment. Generally speaking, Personnel with any single COVID-19 symptom that is new or not explained by another condition (and who has not already been diagnosed with COVID-19) MUST have a negative COVID-19 test OR stay out of work for at least 10 days since symptoms started in order to return to work. Those who have been diagnosed with COVID-19 or had a test confirming they have the virus cannot return to work until at least 10 days after their symptoms have started; if they never had symptoms but had a positive COVID-19 test they can return 10 days after the date their test was collected. Those who are close contacts of someone with COVID-19 must remain out of work for 10-14 days since their last close contact; the exact duration depends on their occupation (details can be found at www.sfgcdcp.org/quarantineduration).

- 2.4.** Instruct Personnel who stayed home or who went home based on the questions listed on the Personnel Screening Attachment that they must follow the instructions on that form as well as any applicable requirements from the quarantine and isolation directives (available at www.sfdph.org/healthorders) before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to work if they meet the criteria explained on the Personnel Screening Attachment: www.sfgcdcp.org/screen. Personnel are not required to provide a medical clearance letter to return to work as long as they have met the requirements outlined on the Personnel Screening Attachment. Additional information about isolation and quarantine, including translations, is available online at www.sfgcdcp.org/i&q.

Guest, Visitor, Customer, and Other People Screening and Restrictions:

- 2.5.** Health Officer directives may require screening of guests, visitors, customers, and others using the San Francisco COVID-19 Health Screening Form for non-personnel (**Attachment A-2**). In general, anyone who answers “yes” to any screening question on the San Francisco COVID-19 Health Screening Form should not enter the business or facility because they are at risk of having the virus that causes COVID-19. The form lists steps that should be taken by anyone who answers “yes” to a screening question. In some instances, a Health Officer directive will require that anyone who answers “yes” to be prevented from entry. In other situations, the Department of Public Health discourages organizations from denying essential services to those who may answer “yes” to any of the questions and encourages organizations to find alternative means to meet clients’ needs that would not require them to enter the facility.

3. Other Personnel and Patron Protection and Sanitation Requirements:

- 3.1.** Businesses must periodically check the following website for any testing requirements for employers and businesses: www.sfgcdcp.org/covid19. If requirements are added, ensure that the business and all Personnel comply with testing requirements.
- 3.2.** If an aspect of the business is allowed to operate and is covered by a Health Officer directive, then the business must comply with all applicable directives as well as this Social Distancing Protocol. Copies of other directives are available online at www.sfdph.org/directives. For each directive that applies, review the Health and Safety

Plan (HSP) requirements and post an additional HSP checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive.

- 3.3. Instruct all Personnel and patrons to maintain at least a six-foot distance from others, including when in line and when shopping or collecting goods on behalf of patrons, except when momentarily necessary to facilitate or accept payment and hand off items or deliver goods. Note that if the business cannot ensure maintenance of a six-foot distance within the location or facility between Personnel or other people onsite, such as by moving work stations or spreading Personnel out, it must reduce the number of Personnel permitted in the location or facility accordingly.
- 3.4. Provide Face Coverings for all Personnel, with instructions that they must wear Face Coverings at all times when at work, as further set forth in the Face Covering Order. A sample sign is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>. Allow Personnel to bring their own Face Covering if they bring one that has been cleaned before the shift. In general, people should have multiple Face Coverings (whether reusable or disposable) to ensure they use a clean one each day. The Face Covering Order permits certain exceptions, and the business should be aware of exceptions that allow a person not to wear a Face Covering (for example, children 12 years old or younger or based on a written medical excuse). When Personnel do not wear a Face Covering because of an exception, take steps to otherwise increase safety for all.
- 3.5. If patrons wait in line outside or inside any facility or location operated by the business, require patrons to wear a Face Covering while waiting in line outside or inside the facility or location. This includes taking steps to notify patrons they will not be served if they are in line without a Face Covering and refusing to serve a patron without a Face Covering, as further provided in the Face Covering Order. The business may provide a clean Face Covering to patrons while in line. For clarity, the transaction or service must be aborted if the patron is not wearing a Face Covering. But the business must permit a patron who is excused by the Face Covering Order from wearing a Face Covering to conduct their transaction or obtain service, including by taking steps that can otherwise increase safety for all.
- 3.6. Provide a sink with soap, water, and paper towels for handwashing for all Personnel working onsite at the facility or location and for patrons if sinks and restrooms are open to patrons. Require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, smoking (to the extent smoking is allowed by law and the business), or using the restroom, when changing tasks, and, when possible, frequently during each shift. Personnel who work off-site, such as driving or delivering goods, must be required to use hand sanitizer throughout their shift.
- 3.7. Provide hand sanitizer effective against SARS-CoV-2, the virus that causes COVID-19, at appropriate locations for patrons and elsewhere at the facility or location for Personnel. Sanitizer must also be provided to Personnel who shop, deliver, or drive for use when they are shopping, delivering, or driving. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for Personnel who are on-site at the facility or location. But for Personnel who shop, deliver, or drive in relation to their work, the business must provide hand sanitizer effective against SARS-CoV-2 at all times; for any period during which the business does not provide sanitizer to such shopping, delivery, or driving Personnel, the business is not allowed for that

aspect of its service to operate in the City. Information on hand sanitizer, including sanitizer effective against SARS-CoV-2 and how to obtain sanitizer, is available online from the Food and Drug Administration here: <https://www.fda.gov/drugs/information-drug-class/ga-consumers-hand-sanitizers-and-covid-19>.

- 3.8.** Provide disinfectant and related supplies to Personnel and require Personnel to sanitize all high-touch surfaces under their control, including but not limited to: shopping carts and baskets used by Personnel and patrons; countertops, food/item display cases, refrigerator and freezer case doors, drawers with tools or hardware, and check-out areas; cash registers, payment equipment, and self-check-out kiosks; door handles; tools and equipment used by Personnel during a shift; and any inventory-tracking or delivery-tracking equipment or devices which require handling throughout a work shift. These items should be routinely disinfected during the course of the day, including as required below. A list of products listed by the United States Environmental Protection Agency as meeting criteria for use against SARS-CoV-2 can be found online here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- 3.9.** Ensure that all shared devices and equipment are cleaned and/or sanitized by Personnel on frequent schedules, not less than at the beginning and end of each Personnel member's work shift and during the shift.
- 3.10.** Direct all Personnel to avoid touching unsanitized surfaces that may be frequently touched, such as door handles, tools, or credit cards, unless protective equipment such as gloves (provided by the business) are used and discarded after each use or hand sanitizer is used after each interaction.
- 3.11.** Frequently disinfect any break rooms, bathrooms, and other common areas. Create and use a daily checklist to document each time disinfection of these rooms or areas occurs. Conspicuously post the checklist inside each respective break room, bathroom, or other common area clearly detailing the dates and times the room was last cleaned, disinfected, or restocked.
- 3.12.** For any facility or location that has carts, baskets, or other equipment for use by Personnel, assign Personnel to disinfect carts, baskets, or other equipment after each use and take steps to prevent anyone from grabbing used carts, baskets, or other equipment before disinfection.
- 3.13.** Establish adequate time in the work day to allow for proper cleaning and decontamination throughout the facility or location by Personnel including, but not limited to, before closing for the day and opening in the morning.
- 3.14.** [Revised 8/14/20] Except as listed in this Section 3.14, suspend use of any microwaves, water coolers, drinking fountains, and other similar group equipment for breaks until further notice. Microwaves may be used if disinfected by wiping the interior and exterior with an approved disinfectant after each use. Water coolers may be used if: i) touch surfaces are wiped down with an approved disinfectant after each use; and ii) any person changing a container-type water cooler must wash their hands or use hand sanitizer immediately prior to handling/replacing the water container.
- 3.15.** When possible, provide a barrier between the patron and the cashier such as a plexi-glass temporary barrier. When not possible, create sufficient space to enable the patron to stand more than six feet away from the cashier while items are being scanned/tallied and bagged.

- 3.16.** Provide for contactless payment systems or, if not feasible, sanitize payment systems, including touch screens, payment portals, pens, and styluses, after each patron use. Patrons may pay with cash but to further limit person-to-person contact, Personnel should encourage patrons to use credit, debit, or gift cards for payment.
- 3.17.** For any larger facility or location, appoint a designated sanitation worker at all times to continuously clean and sanitize commonly touched surfaces and meet the environmental cleaning guidelines set by the Center for Disease Control and Prevention.
- 3.18.** If an employee or other Personnel tests positive for COVID-19 or SARS-CoV-2, follow the guidance on “Business guidance if a staff member tests positive for COVID-19,” available at <https://sf.gov/business-guidance-if-staff-member-tests-positive-covid-19>.
- 3.19.** Post signs to advise patrons of the maximum line capacity to ensure that the maximum number of patrons in line is not exceeded. Once the maximum number of patrons is reached, patrons should be advised to return later to prevent buildup of congestion in the line.
- 3.20.** Place tape or other markings on the sidewalk or floor at least six feet apart in patron line areas with signs directing patrons to use the markings to maintain distance.
- 3.21.** When stocking shelves, if any, ensure that Personnel wash or sanitize hands before placing items on shelves, making sure to again wash or sanitize hands if they become contaminated by touching face or hair or being exposed to other soiled surfaces.
- 3.22.** Ensure that all Personnel who select items on behalf of patrons wear a Face Covering when selecting, packing, and/or delivering items.
- 3.23.** Require Personnel to wash hands frequently, including:
- When entering any kitchen or food preparation area
 - Before starting food preparation or handling
 - After touching their face, hair, or other areas of the body
 - After using the restroom
 - After coughing, sneezing, using a tissue, smoking, eating, or drinking
 - Before putting on gloves
 - After engaging in other activities that may contaminate the hands
- 3.24.** Assign Personnel to keep soap and paper towels stocked at sinks and handwashing stations at least every hour and to replenish other sanitizing products.
- 3.25.** [Added 7/13/20] If patrons bring their own reusable shopping bags, ensure that such bags, even in contexts other than grocery stores, are handled in a manner consistent with Cal/OSHA requirements available at <https://www.dir.ca.gov/dosh/Coronavirus/COVID-19-Infection-Prevention-in-Grocery-Stores.pdf>, including all of the following:

- Post signs at all entrances with infection control information to patrons, including requiring patrons to leave their own bags in the shopping cart or basket or carry them and bag their own items after checkout;
- Ensure that Personnel do not touch the bags or place items in them;
- Bags must not be placed on a conveyor belt, checkout area countertop, or other surface where patrons are served;
- Ensure that patrons bag their own items if they bring their own bags;
- Bags may not be loaded on the checkout area surface. Items can be left in a cart/basket and bagged elsewhere by the patron after checkout;
- Ensure that patrons maintain physical distancing while bagging their items; and
- Increase the frequency of disinfection in bagging areas and patron service areas frequented by patrons.

3.26.[Added 7/13/20; updated 11/3/20] If a patron has symptoms of COVID-19 (see Section 1.1 above) or is otherwise unable to participate in an appointment or reservation for a COVID-19 related reason, the business must cancel the appointment or reservation if it is not for essential services (such as food, medicine, shelter, or social services) and allow the patron to cancel without any financial penalty. The business may offer to reschedule the appointment or reservation but cannot require rescheduling instead of allowing the patron to cancel. In the healthcare context, more specific Health Officer directives may allow appointments when a patient or client is ill, and the requirements of the directive must be followed in that situation.

3.27.[Added 1/27/21] As soon as possible, but by no later than February 3, 2021, businesses that make break rooms, cafeterias, or other similar indoor spaces available to Personnel must comply with the following requirements:

- 3.27.1.** The business must notify Personnel that they are advised against eating indoors to the greatest extent possible. Where feasible, businesses should provide an outdoor area where Personnel can eat their meals. If Personnel must eat indoors, the business must encourage Personnel to eat away from others, including at their own desks or workspaces. Businesses must discourage Personnel from congregating in cafeterias, break rooms, or other similar indoor spaces.
- 3.27.2.** Businesses must stagger and schedule breaks for their Personnel and the use of break rooms or other similar indoor spaces to avoid crowding and help limit socializing.
- 3.27.3.** Post the following signage in any break room, cafeteria, or similar indoor space. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
 - 3.27.3.1.** A sign bearing the message that: (1) COVID-19 is transmitted through the air, and the risk is generally higher indoors, and (2) seniors and those with health risks should avoid indoor settings with crowds.
 - 3.27.3.2.** A sign informing Personnel that they must remain at least six feet away from others outside their Household at all times.

- 3.27.3.3.** A copy of the “Take a Break Safely” Poster (available online at sf.gov/file/covid-break-room).
- 3.27.3.4.** Signage indicating which of the following ventilation strategies are used at the facility: All available windows and doors accessible to fresh outdoor air are kept open; Fully Operational HVAC systems; Appropriately sized portable air cleaners in each room; or None of the above.
- 3.27.4.** Limit the number of people in indoor break rooms, cafeterias, or other similar spaces to the lesser of: (a) 25% of the maximum occupancy; or (b) the number of people that can safely maintain at least six feet of distance from each other at all times.
- 3.27.5.** Businesses that provide onsite food serve to Personnel must operate in accordance with Health Officer Directives 2020-05 (Food Preparation for Essential Delivery Businesses) and 2020-16 (Indoor and Outdoor Dining) and any amendments to those directives. Businesses must strongly encourage Personnel to take food items to-go and eat outside or in areas away from other Personnel. Consider limiting offerings to pre-packed and grab-n-go style meals.
- 3.27.6.** Businesses are strongly recommended to take all available steps to protect their Personnel, including using visual cues to promote proper distancing and expanding the number of break spaces to prevent crowding.

Note – Sections 3.14 and 3.26 control over any contrary language in Health Officer Directive Nos. 2020-05, 2020-06, and 2020-07 until each of them is amended or updated.

Attachment A-1: Personnel Screening Form

Last updated: January 20, 2021

Personnel at businesses and other entities operating during the COVID-19 pandemic MUST answer these questions before starting work every day, either in person or online, and MUST stay out of work for the appropriate amount of time if they answer YES to any of the questions. For information about paid sick leave options, visit www.sfgov.org/olse and www.sfgcdcp.org/workerfaq.

If your answer is **YES to any question**, do NOT enter the location.



- **Stay at home**, except to get tested or get needed medical care.
- **Follow the steps mandated by Health Directive 2020-02/03** and explained at: www.sfgcdcp.org/isolationandquarantine

Question #1: In the last 24 hours, including today, have you had ANY of the symptoms below, that is new or not explained by another condition?

Fever (100.4°F/38°C or greater), chills, shivering	Feeling unusually weak or fatigued	Diarrhea
Cough	Loss of taste or smell	Runny or congested nose
Sore throat	Muscle or body aches	Nausea or vomiting
Shortness of breath, difficulty breathing	Headache	

Question #2: In the past 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period?

If you have recovered from COVID-19 in the last three months, speak to your healthcare provider.

Quick overview of what to do and the earliest personnel may return to work, if you had:	
Symptoms WITHOUT a COVID-19 test (answered YES to Question 1)	GET TESTED. Without a test, the Business must treat you as being positive for COVID-19 and prohibit you from entering for at least 10 calendar days.
A positive COVID-19 test WITH symptoms (answered YES to Question 2)	You can return to work: <ul style="list-style-type: none">• 10 days after first onset of symptoms, AND• You have improvement of symptoms, AND• You have had no fever for over 24 hours without taking fever-reducing medicine
A positive COVID-19 test WITHOUT symptoms (answered YES to Question 2)	You can return to work 10 days after the day your COVID-19 test was collected as long as you have no symptoms.
“Close contact” with anyone with COVID-19 during their contagious period (answered YES to Question 3)	GET TESTED, ideally 6 days or more after your last contact with the person with COVID-19. You can return to work 10 days after your last close contact with the person with COVID-19 UNLESS: <ul style="list-style-type: none">• Your COVID-19 test is positive (see boxes above for positive COVID-19 test) OR• You develop symptoms (GET TESTED if you develop symptoms) OR• You work in a jail, long term care facility, shelter, or dormitory (you cannot return to work until 14 days after your last close contact—check with your employer whether there are staffing shortages that may change this duration)

“Close contact” means having any of following interactions with someone with COVID-19 while they were contagious (they are contagious 48 hours before their symptoms began until at least 10 days after the start of symptoms). If the person with COVID-19 never had symptoms, they are contagious 48 hours before their COVID-19 test was collected until 10 days after they were tested.

- Within 6 feet of them for a total of 15 minutes or more in a 24-hour period
- Having direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)
- Living or staying overnight with them
- Having physical or intimate contact including hugging and kissing
- Taking care of them, or having them take care of you

Businesses have specific requirements to ensure Personnel stay out of work the appropriate amount of time. Some businesses may have additional screening requirements or forms to use. Go to www.sfgcdcp.org/screen for more information on those requirements and a copy of this form. To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including not screening workers, letting sick workers stay at work, not social distancing or not requiring facemasks, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.

Attachment A-2: Screening Form for Non-Personnel

Last updated: January 20, 2021

To businesses, organizations, and programs: This form is for screening clients, customers and other visitors before letting them enter your facility. Health Officer Directives may have additional requirements regarding screening in a specific context. The San Francisco Department of Public Health discourages you from denying core essential services (such as food, medicine, shelter, or social services) to people who answer “yes” to any of the questions below. You are encouraged to find alternative ways to meet clients’ needs that do not require them to enter your location, such as curbside pickup or delivery services. This form is available at www.sfdcp.org/screen.

Screening Questions and Information for Non-Personnel:

If your answer is **YES** to any question, do NOT enter the location.



- **Stay at home**, except to get tested or get needed medical care.
- **Follow the steps mandated by Health Directive 2020-02/03 and explained at:** sfdcp.org/isolationandquarantine

Question #1: In the last 24 hours, including today, have you had ANY of the symptoms below, that is new or not explained by another condition?

Fever (100.4°F/38°C or greater), chills, shivering	Feeling unusually weak or fatigued*	Diarrhea
Cough	Loss of taste or smell	Runny or congested nose*
Sore throat	Muscle or body aches*	Nausea or vomiting
Shortness of breath, difficulty breathing	Headache	

*Children and youth under 18 years old do not need to be screened for these symptoms

Question #2: In the past 10 days, have you been diagnosed with COVID-19 or had a test confirming you have the virus?

Question #3: In the past 10-14 days, have you had “close contact” with anyone who has COVID-19, during their contagious period?

If you have recovered from COVID-19 in the last three months, speak to your healthcare provider.

Quick overview of what to do and the earliest you may enter a location, if you had:	
Symptoms WITHOUT a COVID-19 test (answered YES to Question 1)	GET TESTED. Without a test, the location must treat you as being positive for COVID-19 and require you to stay out for at least 10 calendar days.
A positive COVID-19 test WITH symptoms (answered YES to Question 2)	You can return to the location: <ul style="list-style-type: none">• 10 days after first onset of symptoms, AND• You have improvement of symptoms, AND• You have had no fever for over 24 hours without taking fever-reducing medicine
A positive COVID-19 test WITHOUT symptoms (answered YES to Question 2)	You can return to the location 10 days after the day your COVID-19 test was collected as long as you have no symptoms
“Close contact” with anyone with COVID-19 during their contagious period (answered YES to Question 3)	GET TESTED, ideally 6 days or more after your last contact with the person with COVID-19. You can return to the location 10 days after your last close contact with the person with COVID-19 UNLESS: <ul style="list-style-type: none">• Your COVID-19 test is positive (see boxes above for positive COVID-19 test) OR• You develop symptoms (GET TESTED if you develop symptoms)

“Close contact” means having any of following interactions with someone with COVID-19 while they were contagious (they are contagious 48 hours before their symptoms began until at least 10 days after the start of symptoms). If the person with COVID-19 never had symptoms, they are contagious 48 hours before their COVID-19 test was collected until 10 days after they were tested.

- Within 6 feet of them for a total of 15 minutes or more in a 24-hour period
- Having direct contact with their bodily fluids (coughed or sneezed on you or shared food utensils)
- Living or staying overnight with them
- Having physical or intimate contact including hugging and kissing
- Taking care of them, or having them take care of you

Your health is important! To report a violation of San Francisco COVID-19 health orders and directives (www.sfdph.org/healthorders), including not screening visitors, letting sick visitors enter a location, not social distancing or not requiring facemasks, call: 311 or 415-701-2311 (English) or 415-701-2322 (Español, 中文, TTY). You can request for your identity to remain confidential.

**Appendix B: Construction Project Safety Protocol
(updated 01/20/2021)**

Each Construction Project allowed to operate in San Francisco must complete, post onsite, and follow this Safety Protocol checklist.

The attached Instructions and Requirements provide definitions and details about how to complete this checklist.

Check off all items below that apply and list other required information.

Type of Project (see Definitions): ☐ Small Construction Project ☐ Large Construction Project

Project name:

Project Address:

Small Construction Projects: (see Section 8 of the Requirements)

COVID-19 Site Supervisor(s):

Email / Phone:

Large Construction Projects: (see Section 9 of the Requirements)

Safety Compliance Officer (SCO):

Email / Phone:

Jobsite Safety Accountability Supervisor (JSAS):

Email / Phone:

(Any of the persons listed above may be contacted with any questions or comments about this protocol.)

SIGNAGE & EDUCATION

- ☐ Post a copy of this Construction Project Safety Protocol (CPSP) checklist at each entrance to the project
- ☐ Post the flyer describing COVID information for construction workers in [English](#), [Spanish](#), [Chinese](#) and [Filipino](#) and provide electronically or as hard copy upon request.
- ☐ Post signage at entrances informing Personnel and Visitors they may not enter the site if experiencing COVID-19 symptoms, if they have been diagnosed with COVID-19, or if they have had Close Contact with someone who has COVID-19.
 - ☐ Personnel must complete the COVID-19 Health Screening Form for personnel (Attachment A-1) (see sfcdcp.org/screening-handout)
 - ☐ Visitors must complete the COVID-19 Health Screening Form for non-personnel (Attachment A-2) also found at sfcdcp.org/screeningvisitors.
 - ☐ The list of symptoms can also be found at sfcdcp.org/covid19symptoms.

**Appendix B: Construction Project Safety Protocol
(updated 01/20/2021)**

- ☐ Post signage requiring all Personnel and Visitors to wear a face covering at all times except when actively putting food or drink into one's mouth.
- ☐ Post signage requiring Personnel and Visitors to maintain a minimum six-foot distance from others at all times.
- ☐ Post signage showing maximum number of Personnel and Visitors who can be present at the site.
- ☐ Provide information on [safer transportation to the workplace](#).
- ☐ Review this CPSP Protocol with all workers and visitors to the construction site.

PROTECTIVE MEASURES

- ☐ Require Personnel and patrons to wear a face covering as required by Health Officer orders
- ☐ Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and patrons onsite to a number that ensures physical distancing
- ☐ Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this CPSP Protocol, the stricter, more health protective standard shall apply.
- ☐ Ensure Personnel stay home or leave work if they are sick or have any single symptom of COVID-19 that is new or not explained by another condition. See the Personnel Screening Attachment (A-1) at sfcdcp.org/screening-handout.
- ☐ Ensure Personnel review health criteria on the [Personnel Screening Attachment \(A-1\)](#) before each shift and advise Personnel what to do if they are required to stay home.
- ☐ Maintain a daily attendance log of all workers and visitors that includes contact information, including name, phone number, address, and email.

MEASURES TO PREVENT UNNECESSARY CONTACT

- ☐ Tell Personnel and Visitors to maintain physical distancing of at least six feet, except as strictly necessary to carry out a task associated with the construction project.
- ☐ Stagger trades as necessary to reduce density and allow for easy maintenance of minimum six-foot separation.
- ☐ Prohibit smoking on the jobsite, or designate a clear area where workers may smoke with markings 6 feet apart to ensure appropriate physical distancing.
- ☐ Place markings in elevators, at elevator waiting areas, and at restrooms to ensure six feet physical distancing
- ☐ Control "choke points" and "high-risk areas" to ensure that six-foot distance can easily be maintained between individuals.
- ☐ In office areas, separate all desks or individual work stations by at least six feet
- ☐ Limit the number of Personnel and Visitors on the site at any one time to: ____

**Appendix B: Construction Project Safety Protocol
(updated 01/20/2021)**

- ☐ Prohibit gatherings of any size on the jobsite, especially during meal times as this is a high-risk time for exposure because people have to remove their mask to eat or drink

SANITIZING MEASURES

- ☐ Prohibit sharing of Personal Protective Equipment (PPE)
- ☐ Regularly disinfect high touch areas or shared equipment.
- ☐ Provide hand sanitizer, sink with soap and water, and/or disinfecting wipes to Personnel at or near the entrance of the site
- ☐ Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
 - ☐ Break rooms:
 - ☐ Bathrooms:
 - ☐ Other:
- ☐ Prohibit Personnel from using shared food prep equipment for their own use (e.g., microwaves, water coolers), but microwaves may be used if disinfected between each use and hand sanitizer is available nearby and water coolers may be used as outlined in Section 3.14 in the Social Distancing Protocol Instructions.

CONSTRUCTION WORK IN AN OCCUPIED FACILITY:

- ☐ Seal off work areas from the occupied areas with physical barriers such as plastic sheeting or closed doors sealed with tape
- ☐ Workers must/should access the work area from an alternative entry/exit door to the entry/exit door used by occupants.
- ☐ Available windows and exhaust fans must be used to ventilate the work area.
- ☐ If occupants have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays.
- ☐ Minimize contact between workers and occupants, including maintaining a minimum of six feet of distance at all times.

**Appendix B: Construction Project Safety Protocol
(updated 01/20/2021)****Instructions and Requirements****[You are not required to post these Instructions and Requirements]****Instructions:**

Each Construction Project allowed to operate in San Francisco must complete, post onsite, and follow the Construction Project Safety Protocol (CPSP) Checklist.

This CPSP requirement does not apply to construction projects where a person is performing construction on their current residence either alone or solely with members of their own household.

Definitions:

Large Construction Projects are those meeting any of the following specifications:

- a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of more than 10 units.
- b. For commercial projects, any construction, renovation, or tenant improvement project consisting of more than 20,000 square feet of floor area.
- c. For construction of Essential Infrastructure, as defined in [Section 8.I of the Order](#), any project that requires twenty or more workers at the jobsite at any one time.

Small Construction Projects are those meeting any of the following specifications:

- a. For residential projects, any single-family, multi-family, senior, student, or other residential construction, renovation, or remodel project consisting of 10 units or fewer.
- b. For commercial projects, any construction, renovation, or tenant improvement project consisting of 20,000 square feet of floor area or less.
- c. For mixed-use projects, any project that meets both of the specifications (a) and (b).
- d. All other construction projects that do not meet the definition of Large Construction Projects (above).

Personnel is defined in Health Officer Order to which this Appendix is attached and includes full time personnel, contractors and tradespeople.

Visitor includes delivery personnel, inspectors, customers and guests.

Requirements:

The CPSP checklist must reflect the project's completion of each requirement listed below unless an item is not applicable. Use the checklist to show compliance with these requirements. The Construction Project does not need to post these Instructions and Requirements, only the checklist above.

In addition to the applicable items in Parts 1, 2 and 3 of the instructions for the [Social Distancing Protocol \(Appendix A of the Stay Safer at Home Health Order\)](#), the following requirements correspond to items in the accompanying checklist:

**Appendix B: Construction Project Safety Protocol
(updated 01/20/2021)****Instructions and Requirements**

1. Consistent use of face covering is critical to preventing COVID-19 transmission. Most COVID-19 infections are caused by people who have no symptoms of illness at all. They can infect others by simply breathing out virus particles which is why it is [critically important to wear a face covering in accordance with Health Officer Order No. C19-12d](#), issued December 22, 2020, or any subsequently issued or amended order.
2. Comply with all applicable and current laws and regulations including but not limited to OSHA and Cal-OSHA. If there is any conflict, difference, or discrepancy between or among applicable laws and regulations and/or this CPSP Protocol, the stricter, more health protective standard shall apply.
3. Complete, post onsite, and follow this CPSP. Distribute copies to all staff in hardcopy or electronic format in their preferred language.
4. Post the flyer describing COVID information for construction workers in [English](#), [Spanish](#), [Chinese](#) and [Filipino](#) and provide electronically or as hard copy upon request.
5. Where construction work occurs within an occupied residential unit, separate work areas must be sealed off from the remainder of the unit with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative entry/exit door to the entry/exit door used by residents. Available windows and exhaust fans must be used to ventilate the work area. If residents have access to the work area between workdays, the work area must be cleaned and sanitized at the beginning and at the end of workdays. Every effort must be taken to minimize contact between workers and residents, including maintaining a minimum of six feet of distance at all times.
6. Where construction work occurs within common areas of an occupied residential or commercial building or a mixed-use building in use by on-site employees or residents, separate work areas must be sealed off from the rest of the common areas with physical barriers such as plastic sheeting or closed doors sealed with tape to the extent feasible. If possible, workers must access the work area from an alternative building entry/exit door to the building entry/exit door used by residents or other users of the building. Every effort must be taken to minimize contact between worker and building residents and users, including maintaining a minimum of six feet of social distancing at all times.
7. Prohibit gatherings of any size on the jobsite, including gatherings for breaks or eating, except for meetings regarding compliance with this protocol or as strictly necessary to carry out a task associated with the construction project.
8. Cal-OSHA requires employers to provide water, which should be provided in single-serve containers. Sharing of any of any food or beverage is strictly prohibited and if sharing is observed, the worker must be sent home for the day.

**Appendix B: Construction Project Safety Protocol
(updated 01/20/2021)****Instructions and Requirements****9. Required Personnel for Small Construction Projects:**

9.1. Designate **Site-specific COVID-19 Supervisor** (or supervisors). The COVID-19 Supervisor may be an on-site worker who is designated to serve in this role to:

- 9.1.1. Be present on the construction site at all times during construction activities;
- 9.1.2. Review this CPSP with all workers and visitors to the construction site; and
- 9.1.3. Enforce this CPSP, particularly consistent proper use of face covering and ensuring adequate physical distancing of at least 6 feet.

10. Required Personnel for Large Construction Projects:

10.1. Designate **COVID-19 Safety Compliance Officer (SCO)** whose responsibilities include:

- 10.1.1. Be present on the construction site at all times during construction activities;
- 10.1.2. Ensure implementation of this CPSP at the jobsite.
- 10.1.3. Conduct daily briefings in person or by teleconference that must cover the following topics:
 - 10.1.3.1. Conveying updated information regarding COVID-19.
 - 10.1.3.2. New jobsite rules and pre-job site travel restrictions for the prevention of COVID-19 community spread.
 - 10.1.3.3. Emphasize the critical importance of consistent proper use of face covering and the critical importance of maintaining at least 6 feet of physical distance at all times.
 - 10.1.3.4. Sanitation and hygiene:
 - Review of sanitation and hygiene procedures.
 - Coordination of construction site daily cleaning/sanitation requirements.
 - Solicitation of worker feedback on improving safety and sanitation.
 - Protocols in the event of an exposure or suspected exposure to COVID-19 (see sfcdcp.org/covid19-positive-workplace).
- 10.1.4. Compile daily written verification that each jobsite is compliant with the components of this CPSP. Each written verification form must be copied, stored, and made immediately available upon request by any County official.

**Appendix B: Construction Project Safety Protocol
(updated 01/20/2021)****Instructions and Requirements**

10.1.5. In the event of noncompliance, the SCO:

- 10.1.5.1. Must not permit any construction activity to continue without bringing such activity into compliance with these requirements.
- 10.1.5.2. Develop and ensure implementation of a Remediation Plan to address any noncompliance with this CPSP.
- 10.1.5.3. Post the Remediation Plan at the entrance and exit of the jobsite during remediation period. The remediation plan must be translated as necessary to ensure that all non-English speaking workers are able to understand the document.
- 10.1.5.4. Report repeated non-compliance to the appropriate jobsite supervisors and a designated County official.

10.2. Designate a **COVID-19 Third-Party Jobsite Safety Accountability Supervisor (JSAS)**. The JSAS must hold an OSHA-30 certificate and first-aid training within the past two years, and must be trained in the CPSP requirements. The JSAS responsibilities include:

- 10.2.1. Verify compliance, including by visual inspection and random interviews with workers, with this CPSP.
- 10.2.2. Within seven calendar days of each jobsite visit, the JSAS must complete a written assessment identifying any failure to comply with this CPSP Protocol. The written assessment must be copied, stored, and, upon request by the County, sent to a designated County official.
- 10.2.3. If the JSAS discovers that a jobsite is not in compliance with this CPSP the JSAS must:
 - 10.2.3.1. Work with the SCO to develop and implement a Remediation Plan.
 - 10.2.3.2. Coordinate with the SCO to prohibit continuation of any non-compliant work activity until addressed and the continuing work is compliant.
 - 10.2.3.3. Send the Remediation Plan to a designated County official within five calendar days of the JSAS's discovery of the failure to comply.



COVID-19 Symptom List for Screening and Testing Purposes

September 24, 2020

This document was developed by the San Francisco Department of Public Health (SFPDH) for local use. It will be posted at www.sfdcp.org/screen. It may change as new knowledge emerges and as the COVID-19 epidemic in San Francisco changes.

Summary of Changes since the 9/19/2020 Version

- A specific symptom list for children and youth under 18 have been added.

AUDIENCE:

1. Workplaces, schools, programs for children and youth, and other groups that screen personnel or non-personnel (including visitors, customers, patrons, clients, students etc.) for COVID-19 symptoms before allowing people into their facility
2. Health care organizations that are required by San Francisco to offer COVID-19 testing to patients with symptoms.

PURPOSE: To define which symptoms must be used to screen for COVID-19 and the symptoms for which testing must be offered. The lists do not include all possible symptoms of COVID-19. Screening forms for personnel and non-personnel can be found at: www.sfdcp.org/screen

Symptom Lists

Adults

SFPDH mirrors the CDC list of symptoms posted as of 9/24/2020:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- Fever (100.4°F/38.0°C or greater), chills, repeated shaking/shivering
- Cough
- Sore throat
- Shortness of breath, difficulty breathing
- Feeling unusually weak or fatigued
- Loss of taste or smell
- Muscle or body aches
- Headache
- Runny or congested nose
- Diarrhea
- Nausea or vomiting



Children and Youth Under 18 Years Old

- Fever (100.4°F/38°C or higher) or chills
- Cough
- Sore throat
- Shortness of breath or difficulty breathing
- Not being able to taste or smell, or saying that things taste or smell different (within the last 10 days)
- Headache
- Diarrhea
- Nausea or vomiting

San Francisco uses a shorter list of symptoms for children and youth under 18 years old. This is because some symptoms are much less common in children with COVID-19 than adults with COVID-19. Other symptoms are so common in children that they are not helpful in deciding whether a child may have COVID-19.

San Francisco does not require the following symptoms when screening children and youth under 18, and testing for these symptoms is at the clinician's discretion: stuffy or runny nose; body aches (muscle aches or "bones hurting"); and being unusually tired, lethargic or "low-energy."

Resources

San Francisco Department of Public Health (SFPDH)

- Screening for COVID-19
<https://sfcdcp.org/screen>
- COVID-19 Guidance for Schools, Childcares, and Programs for Children and Youth:
<https://sfcdcp.org/CovidSchoolsChildcare>

California Department of Public Health (CDPH)

- "COVID-19 Update Guidance: Child Care Programs and Providers," 7/17/2020
<https://files.covid19.ca.gov/pdf/guidance-childcare--en.pdf>
- "COVID-19 Industry Guidance: Schools and School-Based Programs," 8/4/2020
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

Centers for Disease Control and Prevention (CDC)

- Symptoms of Coronavirus
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Construction: What You Need to Know about COVID-19 on the Job

In San Francisco, construction workers are one of the groups most likely to be infected with COVID-19

How does COVID-19 spread?

COVID-19 mostly spreads from person-to-person through a virus that is in an infected person's breath. The virus spreads through the air when an infected person breathes, especially when the person talks, coughs, or sneezes. Other people get infected when they breathe the virus in the air, or when the virus from the person's breath lands in their eyes, nose and mouth.

People can also get infected from touching a surface that the virus has landed on, then touching their eyes, nose and mouth, but this is less common.

Why are construction workers getting infected with COVID-19?

Working close to other people

In construction, workers often have to work close to each other. The closer you are to a person who is infected, the more likely you are to catch COVID-19.

Working in enclosed spaces

Construction work often involves small indoor spaces, job site elevators and trailers. Virus from someone's breath can float in the air for a longer time in small, poorly ventilated areas.

Physical labor

When people are doing heavy labor, they breathe harder and faster than usual. If there is any virus in the air, they are more likely to breathe it in. If someone is infected with COVID-19, breathing harder will put more virus in the air.

Using face masks less

Construction sites are often noisy. Noise from construction and nearby traffic can make it hard to understand what people are saying when they are wearing facemasks. Workers also may not like wearing a mask while performing physically demanding work because they have to work harder to breathe through it.

Eating together during breaks

A common way that workers get infected is by eating or drinking together. Eating together is high-risk because people have their masks off at the same time. They are also touching their mouths, and people often talk while having lunch or coffee together, which produces more respiratory droplets.

Other risk factors: Smoking or vaping

Smoking and vaping increases the risk of getting COVID-19, because the person has to take their mask off. Smoking also increases the risk of severe COVID-19 illness if a person does get infected.

What can you do to lower your risk?

- Keep a face covering **over your mouth and nose** at all times.
- **Stay at least 6 feet away from other people** as much as you possibly can. Especially when you're indoors.
- **Eat or drink alone**, at least 6 feet away from other people. Eat outside if you can.
- At meals and breaks, eat or drink first, then put your mask **back on before starting conversation** with other people.
- **If you smoke or vape, do it alone** and at least 6 feet away from other people.
- **Do not take off your face mask to speak.** Talking, especially loudly, can spread more virus. If people cannot hear what you are saying, try to stop any machinery to reduce noise, write your message, or go to a quieter location.
- Try **not** to share **small indoor spaces** with other people.
- **Open windows and doors** to bring in fresh air.
- **Avoid carpooling to work** if you can. If you must carpool, try to ride with the same group of people each day. Have everyone wear a face mask. Open the windows and turn the fan up, set to fresh air.

Many people with COVID-19 may be sick but not know it

Most COVID-19 infections are caused by people who have no symptoms at all. They can infect others by simply breathing out virus particles which is why it is so important to wear a face covering.

Before you go to work, you must answer daily personnel screening questions. It is important to answer these questions truthfully. There are resources to support workers who cannot go to work because they need to isolate or quarantine due to COVID-19.

- **If you have COVID-19 symptoms**, do not go to work. Get tested for COVID-19 as soon as you can. Until you get your test result, try to stay away from other people, in a separate room and use a separate bathroom if you can. Wear a face mask if you have to be around other people.
- **If someone in your home is sick**, try to stay in a separate room from them, wear a mask around them, and open the windows inside.

Eligibility for sick pay

You may be entitled to sick leave benefits if you contract COVID-19. Visit [sfgov.org/olse/pslo](https://www.sfgov.org/olse/pslo) for more details.



City & County of San Francisco
[sf.gov/Coronavirus](https://www.sfgov.org/Coronavirus)



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