

BCCI COVID-19 Protocolos Sitio de Trabajo

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Nota: Debido a la naturaleza evolutiva de la nueva pandemia actual de Coronavirus (COVID-19), el BCCI Los protocolos y procedimientos de COVID-19 están sujetos a condiciones y seguridad cambiantes requisitos. Si las recomendaciones y directrices de las autoridades son duplicativas, diferentes, inconsistente o en conflicto, el procedimiento más restrictivo y estricto se seguirá en el lugar de trabajo. Este plan se actualizará con las mejores prácticas recomendadas como condiciones, pautas y Las recomendaciones se cambian y revisan. El equipo de seguridad de BCCI distribuirá actualizaciones y revisiones a este plan tan pronto como sea práctico.

RECORD DE CAMBIOS (28.01.2021) Todos los cambios son **ROJO, Cursiva y Negrita**. El protocolo Job-Site se está actualizando inmediatamente y el documento adjunto es un registro de las revisiones actuales. El protocolo de sitio de trabajo actualizado reemplaza y controla todos los protocolos de sitio de trabajo emitidos anteriormente. La pregunta debe dirigirse a Robert Edington, Director Jurídico.

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- Se actualizó la referencia de la actual Orden del Departamento de Salud Pública de San Francisco de fecha 27 De Enero de 2021, correspondiente al Apéndice A (Protocolo de Distanciamiento Social) y al Apéndice B (Protocolo de Seguridad de Proyectos de Construcción).

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- Procedimiento Agregado – Requisitos de Cal-OSHA para el brote de COVID-19 en un sitio de trabajo/oficina.

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- Añadido – Guías de Aislamiento de Salud Pública / Cuarentena del Departamento de Salud Pública de San Francisco.

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1. Introducción

BCCI Construction se complace en presentar estos Protocolos del sitio de trabajo COVID-19 desarrollados en asociación con EnviroNova, LLC. en respuesta al brote global de coronavirus COVID-19. Operando bajo las pautas de este plan y cumpliendo con todos los mandatos del gobierno, las actividades esenciales de construcción pueden continuar durante el “refugio en el lugar” y otros protocolos de distanciamiento social.

1.1 Síntomas y propagación de COVID-19

COVID-19 es una cepa del coronavirus SARS-CoV-2 que ataca el sistema respiratorio y puede tener síntomas que varían de leves a severos, e incluso puede poner en peligro la vida de personas mayores y personas con ciertas afecciones subyacentes. Los datos de los Centros para el Control de Enfermedades (CDC) sugieren que los síntomas de COVID-19 pueden tardar entre 2 y 14 días en desarrollarse después de la exposición al virus.

Los principales síntomas de COVID-19, según lo referenciado por los CDC, son los siguientes:

- Fiebre o escalofríos
- Tos
- Diarrea
- Náuseas o vómitos
- Falta de aliento o dificultad para respirar
- Congestión o secreción nasal
- Fatiga
- Dolores musculares o corporales
- Nueva pérdida de sabor u olor
- Dolor de garganta

La forma principal en que el COVID-19 se transmite de persona a persona es tosiendo, estornudando y tocando las superficies contaminadas. Una persona infectada que tose, estornuda o toca a otra persona u objeto compartido, como el pomo de la puerta o el teclado de la computadora, propaga el virus. Las gotas de una persona infectada también pueden viajar por el aire y alcanzar la boca o la nariz de una persona cercana. Si un empleado se siente enfermo, debe quedarse en casa hasta que desaparezcan los síntomas.

El CDC ofrece una aplicación de autoevaluación en su sitio web para ayudarlo a buscar la atención médica adecuada cuidado: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

1.2 Protegiendo a los empleados de BCCI

BCCI está adoptando un enfoque proactivo para prevenir la propagación de COVID-19 en el lugar de trabajo y proteger a sus empleados y sus familias contra esta enfermedad en el hogar y en lugares públicos. Este documento se basa en las recomendaciones de los Centros para el Control de Enfermedades (CDC), la Administración de Seguridad y Salud Ocupacional (OSHA), la Organización Mundial de la Salud (OMS), la Agencia de Protección Ambiental (EPA) y otras organizaciones de salud a medida que se publica la información. Al desarrollar esta política, BCCI proporciona a sus empleados información que pueden usar para reducir su exposición al virus en el lugar de trabajo y en el hogar. Además, BCCI ha cerrado todos los sitios de construcción después de la cantidad máxima de días que COVID-19 puede vivir en las superficies para mayor protección de los trabajadores. Consulte el Apéndice C para obtener información sobre el nivel de riesgo y la exposición.

La orden de refugio en el lugar del 4 de Mayo requiere todos los proyectos de construcción grandes (grandes definidos como más de 20,000 pies cuadrados para proyectos comerciales, o proyectos que consisten en más de 10 unidades residenciales) para asignar un-Supervisor de responsabilidad de seguridad en el lugar de trabajo de terceros (JSAS). Este requisito se aplica a Alameda, Contra Costa, Marin, San Francisco, San Mateo y Condados de Santa Clara. EnviroNova proporcionará la supervisión necesaria para cumplir este requisito y actuar como JSAS de terceros para proyectos esenciales de BCCI. Los requisitos y deberes de Los JSAS de terceros son los siguientes:

- JSAS debe tener, como mínimo, certificado de OSHA-30 horas y entrenamiento de primeros auxilios completado en los últimos dos años.
- JSAS debe estar capacitado en los protocolos de pedidos y verificar el cumplimiento mediante inspección visual y entrevistas aleatorias con trabajadores.
- Dentro de los siete días calendario de cada visita al lugar de trabajo, el JSAS debe completar un escrito evaluación que identifica el incumplimiento de los protocolos de la Orden. La evaluación escrita debe ser copiado, almacenado y enviado a un funcionario designado del Condado a solicitud del Condado.
- Si el JSAS encuentra que el sitio de trabajo no cumple, el JSAS debe trabajar con el COVID-19 Oficial de Cumplimiento de Seguridad (SCO) para desarrollar e implementar un plan de remediación.
- El JSAS debe coordinarse con el SCO para prohibir la continuación de cualquier actividad laboral que no en cumplimiento de los protocolos de la Orden hasta que se aborde y el trabajo continuo sea obediente.
- El plan de remediación debe enviarse a un funcionario del condado designado dentro de cinco calendario días del descubrimiento de JSAS de incumplimiento.

El Nuevo Departamento de Salud Pública de San Francisco el 27 de Enero de 2021 requiere que cada lugar de trabajo de BCCI garantice que el Apéndice A – Protocolo de Distanciamiento Social y el Apéndice B – Protocolo de Seguridad de Proyectos de Construcción deben completarse y publicarse en la entrada de cada lugar de trabajo. El Superintendente también será responsable de capacitar a los trabajadores sobre cualquier actualización del Protocolo de Distanciamiento Social en su reunión diaria del portón trasero de seguridad en el lugar y seguir el Mandato del Condado para Proyectos de Construcción de fecha 27 de Enero de 2021.

Al desarrollar esta política, BCCI proporciona a sus empleados información que pueden usar para reducir su exposición al virus en el lugar de trabajo y en el hogar. Además, BCCI ha cerrado todos los sitios de construcción más allá de la cantidad máxima de días que COVID-19 puede vivir superficies para mayor protección del trabajador. Consulte el Apéndice C para conocer el nivel de riesgo y las exposiciones y información.

Dado que la situación se actualiza constantemente, BCCI recomienda que los empleados visiten los sitios web del Gobierno Federal para obtener la información más actualizado. BCCI también monitoreará estos sitios web para reevaluar y actualizará este plan y la acción de la Compañía con base en los datos gubernamentales publicados más confiables. Toda la comunicación será distribuirá por la alta dirección.

<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 Recomendaciones de equipo de protección personal (PPE)

Las buenas prácticas de lavado de manos e higiene son los hábitos más importantes para minimizar la exposición a gérmenes y prevenir infecciones. BCCI ha informado a sus empleados del equipo de protección personal (EPP) recomendado para incluir los siguientes elementos:

Artículo	Comentario
Alcohol en gel	Tamaño de viaje para usar cuando no hay instalaciones de lavado de manos adecuadas. El desinfectante ha sido seleccionado por su efectividad contra una amplia gama de virus, incluyendo influenza, hepatitis A, B y C, y otros virus y bacterias.
Toallitas Desinfectantes y Gel	Se utiliza para desinfectar superficies que puede tocar cuando no hay guantes disponibles (bolígrafos, pasamanos, auriculares, etc.). El desinfectante ha sido seleccionado por su eficacia contra una amplia gama de virus, incluidos la gripe, la hepatitis A, B y C. Debe usarse para que la superficie permanece húmedo por 60 segundos.
Máscaras (Requerido)	Máscaras KN95 de grado no médico para protección contra partículas infecciosas. **
Máscaras de Tela	Todos deben usar una cubierta facial de tela. La cubierta facial de tela está diseñada para proteger a otras personas en caso de que esté infectado. Continúe manteniendo al menos 6 pies entre usted y los demás. La cubierta facial de tela NO es un sustituto del distanciamiento social según los CDC.
Guantes desechables o recubiertos de goma	Para usar donde se requiera cierta destreza. El material de vinilo minimiza el potencial de reacción alérgica. Los guantes recubiertos de goma deben desinfectarse antes de cada reutilización.

** Mientras las máscaras de grado médico, como las máscaras N95 y las máscaras quirúrgicas, sean escasas, los miembros del público no deben comprar esas máscaras para usar como cubiertas faciales; esas máscaras de grado médico deben reservarse para proveedores de atención médica y personal de primera respuesta.

Cualquier máscara que incorpore una válvula unidireccional (generalmente un cilindro de plástico elevado del tamaño de un cuarto en la parte frontal o lateral de la máscara) que está diseñada para facilitar la exhalación este permite que las gotas se liberen de la máscara, colocando otras cerca riesgo. Como resultado, estas máscaras no son una cubierta facial y no deben usarse para cumplir.

Los empleados de BCCI deben cumplir con todas las políticas de "distanciamiento social" emitidas por las autoridades locales y federales. Como parte del distanciamiento social, los empleados de BCCI deben mantener al menos 6 pies de distancia entre ellos y sus compañeros de trabajo, familiares y cualquier persona en público. Esta política de distanciamiento debe mantenerse tanto como sea posible en el lugar de trabajo, siempre que el trabajo pueda completarse de manera segura. Si la recomendación federal, estatal y local actual permite una disminución en la cantidad de espacio entre las personas y / o una evaluación adicional de las condiciones del lugar de trabajo, BCCI se ajustará en consecuencia. Los protocolos del lugar de trabajo se definen en la Sección 3, Procedimientos diarios y desinfección, Apéndice A: Formulario de lista de verificación diaria de BCCI COVID-19 y Apéndice B: Orientación del superintendente BCCI-COVID-19.

2. Pasos de acción proactiva para prevenir la infección de los empleados

El propósito de estas pautas operativas es proporcionar un curso de acción para que BCCI continúe de manera segura el trabajo de construcción y las actividades para proteger a los empleados de la exposición en el lugar de trabajo al COVID-19. Estas pautas se basan en documentos publicados de los CDC, OSHA, EPA y la OMS.

OSHA ha emitido una jerarquía de controles en el lugar de trabajo, que incluye la implementación de controles de ingeniería como la primera línea de protección para los empleados. OSHA ha recomendado los siguientes controles de ingeniería y administrativos, cuando sea posible:

- Utilice máquinas de depuración de aire HEPA en el lugar de trabajo: 1 unidad por cada 5,000 pies cuadrados como mínimo. Se puede aumentar a 1 por cada 2,500 pies cuadrados si las condiciones del lugar de trabajo no permiten un lavado de aire efectivo.
- Si hay condiciones disponibles, aumente las tasas de ventilación de HVAC del edificio en el entorno de trabajo.
- BCCI instalará barreras y señalización apropiadas para permitir la entrada sólo al personal autorizado mientras trabaja en un espacio ocupado..
- Las funciones de trabajo que requieren múltiples trabajadores en un espacio pequeño, como la placa de yeso colgante, requerirán la evaluación de un aumento de las máquinas de depuración de aire HEPA o PPE como se define en el Apéndice B Orientación de los superintendentes.

Los CDC han publicado las siguientes estrategias recomendadas para que los empleadores las usen ahora, que reflejan los controles administrativos recomendados por OSHA:

- **Alentar a los empleados enfermos a quedarse en casa.** Cualquier empleado con síntomas agudos, la enfermedad respiratoria debe permanecer en casa hasta que él / ella ya no tenga tos, Falta de Respiración o dificultad para Respirar u otros dos síntomas de COVID-19 (fiebre o escalofríos, tos, Falta de aliento o dificultad para respirar, fatiga, Dolores musculares o corporales, dolor de cabeza, dolor de garganta, Congestión o secreción nasal, náuseas o vómitos, Diarrea o nueva pérdida de sabor u olfato) durante al menos 24 horas sin el uso de medicamentos para reducir la fiebre o alterar los síntomas. Los empleados deben notificar a su supervisor y permanecer en casa si está enfermo. Cualquier empleado que parezca tener síntomas agudos enfermedad respiratoria al llegar al trabajo o desarrolla síntomas a lo largo de la jornada laboral deben separarse de los empleados sanos y enviarse a casa hasta que la enfermedad desaparezca. Los empleados enfermos deben cubrirse la nariz / boca al toser y estornudar, y usar tejidos cuando estén disponibles. Los empleados deberán presentarle a BCCI una carta de regreso al trabajo del médico.
- **Limite el número de trabajadores por lugar de trabajo para mantener el distanciamiento social.** Los pies cuadrados de las áreas de trabajo de construcción se determinarán de manera que la carga de los trabajadores sea aproximadamente de 500 pies cuadrados por trabajador para mantener el distanciamiento social. BCCI calculará el total de pies cuadrados del espacio de construcción y luego dividirá por 500 para calcular la carga del trabajador.
- **Limite el número de trabajadores en sitios de trabajo de varios pisos para mantener el distanciamiento social:** BCCI calculará la carga de trabajadores y solicita que cada piso permanezca en grupos autónomos durante los días hábiles. Sin embargo, el equipo de seguridad de BCCI, los capataces y los superintendentes que administran varios pisos deben seguir las prácticas de higiene y EPP cuando se mueven de un piso a otro. No permita que los trabajadores cambien de piso para disminuir la cantidad de personas con las que entran en contacto diariamente. Mantenga un distanciamiento social de al menos 6 pies de espacio entre los empleados siempre que sea posible. BCCI aumentará el número de personas en el lugar de trabajo, si la recomendación federal, estatal y local actual

permite un aumento en el número de personas y / o una evaluación adicional de las condiciones del lugar de trabajo permite el distanciamiento social.

- **Revisar la JHA específica de la tarea.** Si su tarea requiere trabajar cerca de otra persona, revise el JHA requerido para asegurarse de que esté equipado con el EPP adecuado y esté capacitado y comprenda las instrucciones de uso. No comience ninguna tarea hasta que haya sido debidamente equipado y capacitado en los procedimientos.
- **Use letreros para alentar a los empleados a practicar una higiene saludable.** Coloque carteles que alienten a los empleados a quedarse en casa si se sienten enfermos, muestren la etiqueta de tos y estornudos y la higiene del lavado de manos. Proporcione recipientes de eliminación sin contacto para los empleados cuando sea posible. Proporcione jabón y agua para lavarse las manos durante al menos 20 segundos, además de desinfectante para manos a base de alcohol que contiene al menos 60-95% de alcohol. El agua y el jabón son preferenciales si las manos están visiblemente sucias.
- **Realizar desinfección de rutina.** Desinfecte rutinariamente todas las superficies que se tocan con frecuencia, como pomos de puertas, encimeras, interruptores de luz y estaciones de trabajo personales antes del trabajo y al final del día. Los empleados deben desinfectar sus teclados, mouse, controles remotos y todas las superficies del escritorio antes de cada uso. Tenga en cuenta que los desinfectantes pulverizados deben permanecer en las superficies durante al menos **60 segundos antes y NO SE LIMPIE** para garantizar que los productos químicos tengan tiempo suficiente para matar bacterias / virus. Estos procedimientos se detallan en la Sección 3.

EnviroNova recomienda que se tomen las siguientes acciones además de las recomendaciones de los CDC:

1. ***Complete el Cuestionario de Selección Diaria a través del Código QR Proporcionado. Si el proyecto tiene menos de 10 personas, entonces el Apéndice A – Cuestionario de Lista de Verificación Diaria se completará a mano y se convertirá en el Superintendente del Proyecto.***
2. **Reuniones diarias de portón trasero de seguridad en el sitio.** Las puertas traseras de seguridad diarias deben realizarse cada mañana para discutir las condiciones del sitio y compartir cualquier información actualizado sobre COVID-19.
3. **Use una capa de guantes de elección cuando trabajando.** Todos los empleados deben usar guantes recubiertos de goma o una capa de guantes desechables de elección. No se permitirán guantes de tela. Los guantes recubiertos de goma deben desinfectarse antes de su uso.
4. ***Siga OSHA & Local Guidance Report Exposiciones en el lugar de trabajo a COVID-19. Siga los requisitos de informes del Departamento de salud estatal y local. Notificación de DPH local cuando hay 3 o más en Casos Positivos dentro de un período de 14 días. Cualquier Enfermedad Ocupacional Grave se notificará a Cal-OSHA de conformidad con la normativa vigente.***
5. **Deberes de la persona competente.** La persona competente se asegurará de que se sigan los procedimientos descritos en la Sección 4: Procedimientos diarios y desinfección en el sitio.
6. **Plan de salud y seguridad (HSP).** BCCI agregará al HSP existente el Plan de Respuesta a la Pandemia de BCCI y el HSP incluirá un Plan de Logística del Sitio para incluir la carga de trabajadores.

Como parte de los Protocolos del lugar de trabajo de COVID-19, BCCI tendrá en cuenta las necesidades de sus empleados y personal. Se hará todo lo posible para compartir información apropiada tan pronto como esté disponible.

Si bien esta cepa específica de Coronavirus (COVID-19) no se ha probado contra ningún desinfectante en el momento de esta declaración, la EPA ha publicado una lista de productos químicos biocidas que han demostrado ser efectivos contra clases similares de virus, que incluyen el Coronavirus humano, Adenovirus y coronavirus asociado al SARS.

Los empleados de BCCI que usan estos productos químicos para la desinfección de rutina necesitan capacitación en comunicación peligrosa sobre los productos químicos utilizados, y las hojas de datos de seguridad deben estar disponibles. El Estándar de Comunicación de Peligros de Cal / OSHA (CCR, Título 8, Orden General de Seguridad de la Industria 5194) exige a los empleadores que brinden información a sus empleados sobre las sustancias peligrosas a las que pueden estar expuestos, mediante un programa de comunicación de riesgos, etiquetas y otras formas de advertencias, hojas de datos de seguridad (SDS) y capacitación. Es responsabilidad de BCCI proporcionar esta información a los empleados y asegurarse de que la entiendan, antes de trabajar o estar expuesto a sustancias peligrosas.

EnviroNova recomienda el uso de cartuchos de respiradores apilados de vapor orgánico / gas ácido / P100 con respiradores de media cara o de cara completa durante las actividades de descontaminación que implican el uso de desinfectantes y / o productos químicos. Los cartuchos OV / Gas ácido protegen contra los humos químicos nocivos de los desinfectantes, y los cartuchos P100 protegen contra los virus y las bacterias. Los empleados que usan respiradores deben cumplir con todos los requisitos de OSHA para vigilancia médica, pruebas de ajuste del respirador y vello facial, y las copias de estas certificaciones deben guardarse en una carpeta en el sitio.

BCCI determinará la necesidad de realizar una descontaminación completa del lugar de trabajo en función de la información recopilada durante el proyecto. Los trabajadores en el lugar de trabajo deben difundir información a través de la gerencia, como trabajadores que no se sienten bien, un caso verificado de coronavirus u otros cambios en las condiciones del sitio.

Consulte el Apéndice D para el Plan de trabajo de desinfección de BCCI en caso de un caso COVID-19 confirmado.

3. Procedimientos diarios y desinfección

EnviroNova recomienda seguir el Boletín de la Asociación de Constructores No. 2005, "COVID-19 Mejores prácticas recomendadas para los sitios de trabajo de construcción" y la Orden de la Ciudad de San Francisco No. C19-07b para procedimientos diarios del lugar de trabajo y desinfección ambiental. Después de que las áreas se hayan descontaminado y verificado, la recomendación para la desinfección ambiental rutinaria del sitio de trabajo son los siguientes pasos. Consulte el Apéndice A para la Lista de verificación diaria de BCCI.

- Cuando los empleados llegan al lugar de trabajo, todos deben lavarse las manos y luego colocarse guantes desechables de una capa o guantes de trabajo recubiertos de goma y una cubierta protectora para la cara de su elección.
- Los empleados en el lugar de trabajo deben seguir las instrucciones para lavar su ropa en casa (no se sacuda la ropa, lave la ropa de trabajo por separado).
- No se permitirá que más de 4 trabajadores viajen en un elevador al mismo tiempo y deberán usar guantes y cubiertas faciales de elección.
- La desinfección de rutina se debe realizar en todas las superficies tocadas con frecuencia, lo que incluye, entre otros, estaciones de trabajo, encimeras, manijas, pomos de las puertas, cajas de pandillas, herramientas y equipos compartidos.
- Los trabajadores utilizarán las estaciones de desinfección de botas provistas para limpiar sus botas usando rociadores y desinfectantes antes y después de ingresar al sitio de trabajo.
- Los trabajadores utilizarán las estaciones de desinfección de botas provistas para limpiar sus botas usando pulverizadores y desinfectantes antes y después de ingresar al sitio de trabajo.
- Use agentes desinfectantes autorizados apropiados y siga las instrucciones en la botella. Asegúrese de que todos los trabajadores expuestos estén capacitados sobre los peligros de la sustancia química (consulte la SDS) de acuerdo con el estándar de comunicación de riesgos de OSHA.
- Los tráileres y oficinas del proyecto deberán desinfectarse diariamente.
- Los baños en el piso / baños portátiles reciben servicio varias veces a la semana.
- Todas las áreas de descanso comunes, almuerzos y salas de descanso se desinfectarán varias veces durante la jornada laboral. No se permiten microondas.
- No se congregue en grupos en las áreas de almuerzo o descanso.
- No se permitirán alimentos comunales en el lugar de trabajo hasta nuevo aviso.
- El desinfectante de manos a base de alcohol y agua y jabón deben estar disponibles para los empleados en el lugar de trabajo.
- No comparta EPP ni teléfonos. Desinfecte los suministros / equipos reutilizables. No compartir el viaje.
- Desinfecte y desinfecte las herramientas antes de cada uso.
- Desinfecte el EPP reutilizable según las recomendaciones del fabricante antes de cada uso.
- Asegúrese de que el EPP sucio o usado se elimine adecuadamente.
- Identificar ubicaciones y prácticas específicos para la basura diaria, como papel, toallas de mano, recipientes de comida, etc.
- Desinfecte las superficies interiores que se tocan con frecuencia dentro de los vehículos de la flota utilizando desinfectantes en aerosol o en aerosol.
- Las máquinas de depuración de aire HEPA equipadas con filtros de aire de partículas de alta eficiencia (HEPA) se utilizarán en cada sitio de trabajo de acuerdo con el protocolo existente de BCCI.

- Los filtros primario y secundario se cambiarán regularmente. Los filtros HEPA no serán cambiados.
- Los filtros de cambio de personal deben usar ya sea una capa de guantes desechables o guantes de trabajo recubiertos de goma, máscaras KN95 y protección para los ojos.
- Cualquier pregunta o comentario adicional, consulte los Apéndices A y D y hable con el Gerente de Seguridad de BCCI.

4. Procedimientos de respuesta para el sitio de trabajo infectado con COVID-19

El propósito de estas pautas operativas es proporcionar un curso de acción para que BCCI tome después de que se haya identificado un caso confirmado de COVID-19 en el lugar de trabajo. Estas pautas son basados en documentos publicados de los CDC, OSHA, EPA y OMS. La pronta identificación y aislamiento de personas potencialmente infecciosas es un

paso crítico para proteger a los trabajadores, clientes, visitantes y otros en un lugar de trabajo. BCCI ha informado y alentado a los empleados a autocontrolarse para detectar signos y síntomas de COVID-19 si sospechan una posible exposición.

- **Empleados enfermos separados.** Siguiendo las instrucciones de OSHA COVID-19, cualquier empleado que parezca tener síntomas de enfermedad respiratoria aguda al llegar al trabajo o desarrolle síntomas durante el día laboral debe ser separado de los empleados sanos y enviado a su hogar a discreción del empleador según la Sección 3208 del Título 8 hasta su enfermedad. desaparece y presenta BCCI con una carta de regreso al trabajo del médico.
- *Han pasado al menos 24 horas desde que una fiebre de 100.4 o más se ha resuelto sin el uso de medicamentos reductores de fiebre, los síntomas de COVID-19 han mejorado, y han pasado al menos 10 días desde que aparición los síntomas de COVID-19, o el proveedor de atención médica con licencia proporciona que el personal de determinación ya no sea un evento COVID-19.*
- *NO es necesario tener una prueba negativa o una nota de los médicos para volver al trabajo.*
 - Mueva a las personas potencialmente infecciosas a un lugar alejado de los trabajadores y otros visitantes.
 - Aunque la mayoría de los sitios de trabajo no tienen salas de aislamiento específicas, las áreas designadas con puertas que se pueden cerrar pueden servir como salas de aislamiento hasta que las personas potencialmente enfermas puedan ser retiradas del sitio de trabajo. Restrinja la cantidad de personal que ingresa a las áreas de aislamiento.
 - Los empleados enfermos deben cubrirse la nariz / boca al toser y estornudar, y usar pañuelos cuando estén disponibles.
 - Proteja a los trabajadores en contacto cercano con (es decir, a menos de 6 pies de) una persona enferma o que tenga contacto prolongado / repetido con dichas personas mediante el uso de controles administrativos y de ingeniería adicionales, prácticas de trabajo seguras y EPP.
 - El Supervisor del sitio se pondrá en contacto con el Gerente de seguridad de BCCI para obtener orientación y consultar el Apéndice B.

Cuando el Departamento de Salud Local identificó la instalación o el sitio del proyecto como un brote o hay tres o COVID-19 casos en un lugar de trabajo expuesto dentro de un período de 14 días, BCCI promulgará procedimientos mejorados. Estas políticas permanecerán en vigor hasta que NO se detecten nuevos casos COVID-19 en el mismo lugar de trabajo o sitio del proyecto.

- *La Compañía y/o Subcontratista proporcionará pruebas COVID-19 a todo el personal que estuvo presente durante el período del brote.*
- *La Compañía y/o Subcontratista proporcionará pruebas a todo el personal que estaba en el lugar de trabajo expuesto y ofrecerá pruebas, que serán una vez y luego una semana más tarde.*
- *COVID-19 Pruebas de empleados que permanecen en el lugar de trabajo al menos una vez por semana o con más frecuencia si son recomendados por el Departamento de Salud Local, hasta que NO haya más caso COVID-19 positivo en el lugar de trabajo dentro de un período de 14 días.*

APÉNDICE A: FORMULARIO DE LISTA DE VERIFICACIÓN DIARIA BCCI COVID-19

Proyecto _____

Empresa _____

Fecha _____

Yo afirmo que:

- ***En los últimos 10 días, ¿le han diagnosticado COVID-19 o le han hecho una prueba para confirmar que tiene el virus?***
- Todos los miembros de la tripulación están sanos y no presentan los siguientes síntomas:
 - ***Tos***
 - ***Falta de aliento o dificultad para respirar***
 - ***Náuseas o vómitos***
 - ***Dolor de Cabeza***
 - * ***Fiebre o escalofríos***
 - * ***Fatiga***
 - * ***Dolores musculares o corporales***
 - * ***Congestión o secreción nasal***
 - * ***Nueva pérdida de sabor u olor***
 - * ***Diarrea***
- Ningún miembro de la tripulación ha viajado fuera de los Estados Unidos en los últimos 14 días.
- Si algún miembro de la tripulación comienza a mostrar síntomas en el sitio, será enviado a casa de inmediato y se notificará a BCCI de inmediato.
 - Una lista documentada de los lugares donde trabajaba el miembro de la tripulación y el personal con el que se encontró mientras estaba en el sitio se proporcionará de inmediato a BCCI.
- Todos los miembros de la tripulación han sido educados en mejores prácticas de higiene y distanciamiento social.
- Ningún miembro de la tripulación ha estado en contacto con ningún individuo que presente síntomas de COVID-19 en los últimos 14 días.
- Todo el personal está certificado y actualizado con las pruebas FIT para el uso de un respirador (es decir, media cara y / o cara completa) según corresponda por estos protocolos.

Nombre de Capataz _____ Firma _____

Nombres de los trabajadores	Dirección de la empresa	Correo electrónico de la empresa	Teléfono de la Compañía

APÉNDICE B: ORIENTACIÓN SUPERINTENDENTE DEL BCCI

Guía rápida de síntomas de toma de decisiones para COVID-19

SI UN EMPLEADO TIENE SÍNTOMAS DE:	PERSONA ENCARGADA DE TOMAR ESTAS ACCIONES:	CUANDO REGRESAR AL TRABAJO:
• Tos o Diarrea • Falta de aliento o Respiración dificultosa • Fiebre o escalofríos • Náuseas o vómitos • Dolor Musculares o corporales • Dolor de Garganta • Congestión o secreción nasal • Nueva pérdida de sabor u olor • Dolor de Cabeza	Separar a los empleados de la fuerza laboral. Llame a BCCI Safety para obtener más orientación.	El empleado debe presentar una nota del médico aprobando su regreso seguro al trabajo.

SITUACION DEL EMPLEADO	CONTROLES DE INGERIERIA	PPE REQUERIDO
Aproximadamente 1 empleado por cada 500 pies cuadrados. Se calcularán los pies cuadrados totales y luego se dividirán entre 500. (Ejemplo: 20,000 pies cuadrados de área divididos por 500 son 40 trabajadores en total)	Ventilación adecuada, máquinas de aire negativo HEPA, desinfección de rutina y distanciamiento social. Una (1) máquina de aire negativo por cada 5,000 pies cuadrados.	EPP requerido = guantes desechables de una capa o guantes de trabajo recubiertos de goma, cubierta protectora para la cara y gafas de seguridad o protección facial.
No más de 4 empleados por ascensor.	Controles mecánicos no disponibles. Distanciamiento social.	EPP requerido = guantes desechables de una capa o guantes de trabajo recubiertos de goma, cubierta protectora para la cara y gafas de seguridad o protección facial.
Empleados que trabajan 6 pies separados el uno del otro.	Ventilación adecuada, máquinas de aire negativo HEPA, desinfección de rutina y 10 trabajadores por cada 5,000 pies cuadrados.	EPP requerido = guantes desechables de una capa o guantes de trabajo recubiertos de goma, cubierta protectora para la cara y gafas de seguridad o protección facial
10 o más empleados por cada 5,000 pies cuadrados o trabajando en habitaciones pequeñas / más empleados en un área de trabajo determinada	Aumente sustancialmente la ventilación, aumente las máquinas negativas HEPA, aumente la frecuencia de la desinfección de rutina. Más máquinas de aire negativo con trabajadores mientras se mueven las áreas de trabajo.	PPE Requerido= Máscaras KN95 de grado no médico o respirador P100, guantes desechables de una capa o guantes de trabajo recubiertos de goma, y lentes de seguridad o protección facial.**
Empleados que trabajan cerca (menos de 6 pies y menos de 1 hora) o empleados que trabajan en elevadores aéreos que requieren contacto cercano.	Aumente sustancialmente la ventilación, aumente las máquinas negativas HEPA, aumente la frecuencia de la desinfección de rutina.	EPP requerido = máscaras KN95 o respirador P100, guantes desechables de una capa o guantes de trabajo recubiertos de goma, gafas de seguridad o careta, overoles o traje Tyvek recomendado.**

Empleados que trabajan en las proximidades (menos de 6 pies y más de 1 hora de trabajo extenuante (es decir, colgar placas de yeso, cavar zanjas)	Aumente sustancialmente la ventilación, aumente las máquinas negativas HEPA, aumente la frecuencia de la desinfección de rutina. Mueva las máquinas de aire negativo a nuevas áreas de trabajo a medida que los trabajadores se mueven.	PPE Requerido = Máscaras KN95 de grado no médico o respirador P100, guantes desechables de una capa o guantes de trabajo recubiertos de goma, gafas de seguridad o careta, overoles o traje Tyvek requerido. **
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** Mientras las máscaras de grado médico, como las máscaras N95 y las máscaras quirúrgicas, sean escasas, los miembros del público no deben comprar esas máscaras para usar como cubiertas faciales; esas máscaras de grado médico deben reservarse para proveedores de atención médica y personal de primera respuesta.

Cualquier máscara que incorpore una válvula unidireccional (generalmente un cilindro de plástico elevado del tamaño de un cuarto en la parte frontal o lateral de la máscara) que está diseñada para facilitar la exhalación este permite que las gotas se liberen de la máscara, colocando otras cerca riesgo. Como resultado, estas máscaras no son una cubierta facial y no deben usarse para cumplir.

APÉNDICE C: NIVEL DE RIESGO Y TABLA DE EXPOSICIÓN

NIVEL de RIESGO	EXPOSICIONES DE VIAJE / INTERACCIÓN*	EXPOSICIONES IDENTIFICADAS A TRAVÉS DE LA INVESTIGACIÓN DE CONTACTO
Alta	Viajes internacionales	Todos los viajes internacionales (a partir del 6/3/2020)
	Contacto directo directo**	Vivir en el mismo hogar que, ser una pareja íntima o brindar atención en un entorno no sanitario (como un hogar) para una persona con infección sintomática o sospechada de COVID-19 sin utilizar las precauciones recomendadas por los CDC
Medio (no supone exposiciones en la categoría de alto riesgo)	Viajes norteamericanos	En un avión, sentado a menos de 6 pies (dos metros) de un viajero con infección sintomática o sospechada de COVID-19; Esta distancia se correlaciona aproximadamente con 2 asientos en cada dirección.
	Contacto cercano**	Contacto cercano con una persona con COVID-19 sintomática o sospechoso
	Contacto directo directo**	Vivir en el mismo hogar que una pareja íntima o cuidar a una persona en un entorno que no sea de atención médica (como un hogar) a una persona con infección sintomática o sospechada de COVID-19, mientras que usa constantemente las precauciones recomendadas por los CDC para el cuidado en el hogar y aislamiento en casa
Bajo (no supone exposiciones en la categoría de alto riesgo)	No Aplica	Estar en el mismo ambiente interior (por ejemplo, un aula, un sala de espera del hospital, vestíbulo del edificio o lugar de trabajo general ubicación) como una persona con síntomas o sospecha COVID-19 por un período prolongado de tiempo pero no reunido la definición de contacto cercano
Sin Riesgo identificable	No Aplica	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 ha determinado que los sitios de trabajo de construcción se definirán como de bajo a ningún riesgo identificable.

* En general, las categorías de exposición geográfica no se aplican a los viajeros que solo transitan por un Aero Porto.

** El contacto cercano se define como:

- Estar dentro de aproximadamente 6 pies de un caso COVID-19 por un período prolongado de tiempo. El contacto cercano puede ocurrir mientras cuida, vive, visita o comparte un área o sala de espera de atención médica con un caso COVID-19 confirmado.

– o –

- Tener contacto directo con secreciones infecciosas de un caso COVID-19 (por ejemplo, ser tosido).

APÉNDICE D: PLAN DE TRABAJO DEL PROTOCOLO DE TRABAJO BCCI COVID-19

Información del proyecto (a ser completado por el subcontratista)

Nombre del proyecto:		Ubicación del proyecto: (Edificio / Habitación / Bahía / Chase #)	
Nombre del subcontratista:		Comercio:	
Duración del proyecto: (número de días proyectados)			
Nombre del Capataz:	Teléfono móvil:	E-Mail:	Número de Teléfono:
Descripción breve del trabajo que se está realizando (es decir, instalación / demostración de herramientas, desbaste de MEP, pasillo de pintura) Descontaminación y desinfección de sitios de construcción como parte de los protocolos COVID-19 del sitio de trabajo de BCCI. EnviroNova proporcionará supervisión y confirmación de que las áreas tratadas se han descontaminado lo suficiente y no hay ningún peligro para la salud.			

Descripción del trabajo: enumere las tareas principales con respecto a su alcance de trabajo (detalle en el reverso)

Alcance del trabajo

- Establecer un área de trabajo regulada con barricadas y Señalización alrededor del área de trabajo.
- Use métodos de aspiración asistida por HEPA y métodos húmedos para eliminar todos los desechos gruesos.
- Rocíe todas las superficies horizontales y verticales con desinfectante.
- EnviroNova para garantizar que el desinfectante permanezca húmedo en las superficies durante al menos 60 segundos.
- EnviroNova utilizará el medidor de detección de ATP (trifosfato de adenosina) portátil para garantizar que no queden bacterias en las superficies tratadas.
- OPCIONAL: después de que el medidor de detección de ATP despeja las superficies, EnviroNova recogerá muestras de aire de trampa de esporas en un TIEMPO DE ENVÍO EN EL MISMO DÍA.

Balas de prevención de incidentes en el sitio – realice una evaluación de riesgos del área de trabajo y enumere las medidas de precaución tomadas para evitar cualquier interrupción en el área o la producción (e.g., aspersores, material almacenado, interrupción de la ruta de viaje del empleado / área de trabajo, salidas, baldosas abiertas, protección contra derrames, etc.)

Incluir mapas

- El trabajo se realizará durante el día.
- El trabajo se realizará dentro del área de trabajo regulada.

Consulte los Análisis de riesgos de trabajo (JHA) del subcontratista (para obtener detalles de alto nivel) y los Planes diarios previos a la tarea (PTP) para tareas detalladas de seguridad, salud y medio ambiente, riesgos y mitigación

Productos / productos químicos que se utilizarán: adjunte todas las **HOJAS DE DATOS DE SEGURIDAD** aprobadas previamente y que se utilizarán solo para este proyecto. (Los productos que contienen productos químicos CA Prop 65 deben resaltarse)

Nombre del producto	Descripción de la aplicación (cepillado / rociado / inyectado / etc.)	Cantidad a utilizar (lb/gal / litros/etc.)	Tamaño de cada contenedor (lbs / gal / litros / etc.)	Tasa de consumo (por Ejemplo, 2 gal / día, 2 libras / semana, etc.)

Lista de verificación del plan de tareas

	Si	No	Nota: Entregue todos los documentos de capacitación y SDS a GC / PM antes de comenzar el trabajo.
1		X	¿Necesita algún permiso o letrero? (es decir, EEW, excavación, espacio confinado, etc.)
2	X		¿Todos los trabajadores tienen capacitación adecuada para las tareas que realizarán (es decir, protección contra caídas, LOTO, escaleras, salto de línea / demostración, etc.)? Proporcionar documentos de capacitación apropiados a GC para cada trabajador.
3		X	¿Poner a prueba el edificio o realizar fuego / seguridad de vida / instalación / demostración?
4		X	¿Realizando trabajos en caliente (soldadura, rectificado)? Entonces se necesita permiso de trabajo en caliente.
5	X		¿Usa productos químicos o materiales peligrosos? En caso afirmativo, no puede contener productos químicos CA Prop 65. La SDS debe enviarse a BCCI para su aprobación antes de su llegada / uso.
6	X		¿Se realizará el trabajo en lugares elevados $\geq$ 6 pies? Verifique los artículos que usará: ☐ Escaleras $\geq$ 8 ft ☐ Andamio ☐ Elevador de Tijera ☐ JLG ☐ Otra _____

Análisis de riesgos de tareas

1. Enumere las tareas principales de sus viñetas del plan de trabajo (en la página principal)
2. Identifique los peligros / riesgos asociados con cada tarea
3. Definir el plan de mitigación para eliminar y / o controlar el Peligro / Riesgo

Paso de trabajo / tarea	Posibilidad de peligro	Plan de mitigación
Llegue al sitio con materiales.		
Área de trabajo de barricadas.	Otros oficios.	Señalización, cinta de peligro.
Use métodos de aspiración asistida por HEPA y métodos húmedos para eliminar escombros.	Polvo, peligro de tropiezo.	El EPP incluirá un respirador de media cara con cartuchos P100, overoles protectores, guantes y gafas de seguridad.
Rocíe todas las superficies horizontales y verticales con desinfectante.	Respirar productos químicos, contacto con la piel.	El EPP debe incluir PAPR u otro respirador con suministro de aire, overoles protectores, guantes y lentes de seguridad.
Confirme que el desinfectante permanezca húmedo en las superficies durante al menos 60 segundos.	Tiempo suficiente.	Use el cronómetro para registrar el tiempo.
Confirme que las superficies estén desinfectadas con el medidor detector ATP.		
OPCIONAL: Recoger muestras de trampa de esporas.		

PROCEDIMIENTO DE TRABAJO

1. Requisitos de descontaminación del procedimiento de trabajo

- Se colocarán letreros de acuerdo con las regulaciones de EPA y OSHA para todas las áreas reguladas.
- No se permitirán visitantes, excepto los inspectores del gobierno que tengan jurisdicción, o los empleados de BCCI o sus consultores en el área de trabajo.
- Se rechazará el equipo en mal estado y / o que no esté funcionando correctamente.
- Los equipos, materiales o suministros sucios que no estén libres de polvo y escombros visibles serán rechazados.
- Los extintores de incendios se colocarán dentro y fuera de la contención (uno por cada 5,000 pies²).
- Los objetos circundantes, como difusores, artefactos de iluminación, rejillas de techo, etc., también deben limpiarse en húmedo y aspirarse con HEPA.
- Uso de máquinas de aire negativo equipadas con filtros de partículas de aire de alta eficiencia (HEPA). Se mantendrá un mínimo de seis (6) cambios de aire por hora.
- El movimiento del aire debe dirigirse lejos de los empleados.
- Todos los equipos, herramientas, bolsas de desecho y otros materiales deben retirarse del área reglamentada antes de la inspección visual.
- El elevador no se usará para ningún otro propósito durante la descarga de bolsas de desechos.
- Todo el trabajo de descontaminación debe ser supervisado por una persona competente.
- Todo el trabajo debe realizarse sin molestar a los inquilinos adyacentes.
- Todo el trabajo, cuando sea factible, se realizará utilizando aspiradoras HEPA y métodos húmedos.
- Antes de comenzar el trabajo, el Contratista de Mitigación debe proporcionar al Coordinador del Programa una evaluación de exposición negativa si se ha realizado una.
- Si se utiliza un método alternativo o modificado, se debe presentar una certificación escrita adecuada antes del comienzo del trabajo.

2. Prueba de Fugas de Filtrar

- Todas las máquinas de aire negativo deberán haber pasado la prueba de fugas del filtro (D.O.P.) al comienzo de cada nuevo proyecto. Todas las aspiradoras HEPA deberán haber pasado anualmente D.O.P. prueba de fuga de filtro.
- El D.O.P. Las pruebas y la certificación se realizarán in situ en la ubicación del proyecto. Un tercero, profesional calificado deberá realizar todo el D.O.P. pruebas. Las certificaciones se etiquetarán en las máquinas y los certificados publicados en el sitio. Todas las aspiradoras HEPA serán D.O.P. volver a certificar cada 30 días si un proyecto dura más de 30 días. Las certificaciones se incluirán en el informe final del informe del consultor ambiental al administrador de la propiedad.

3. Materiales

- Solo se utilizarán polietileno ignífugo de 6-mil o más pesado, si se especifica.
- Las aletas de entrada y salida al área de trabajo se construirán con puertas Z.
- La pulverización de biocidas que figura en la lista adjunta de productos de limpieza aprobados por la EPA se aplicará a todas las superficies horizontales y verticales.
- Si bien esta cepa específica de coronavirus (COVID-19) no se ha probado contra ningún desinfectante en el momento de esta declaración, la EPA ha publicado una lista de químicos biocidas que han demostrado ser efectivos contra clases similares de virus, que incluyen el Humano Coronavirus, Adenovirus y Coronavirus asociado al SARS. Consulte el Apéndice D para obtener una lista completa de los productos de limpieza preaprobados por la EPA compilados por el Centro de Química de Biocidas del Consejo Estadounidense de Química que pueden usarse para el brote del virus COVID-19. Tenga en cuenta que en el momento de este Plan de respuesta ante una pandemia, no se han realizado ensayos de la efectividad de estos productos específicamente contra la cepa COVID-19.
- Se pueden especificar otros materiales según sea necesario.

4. Controles de ingeniería / prácticas laborales

El proyecto incluirá el aislamiento, la contención y la limpieza de todas las superficies duras utilizando el primer bioquímico FENS's First Defense Desinfectant 40-80 Ready to Use (RTU) o un biocida similar aprobado por la EPA, según los controles de ingeniería y las prácticas de trabajo que se mencionan a continuación. Este desinfectante es uno de los agentes aprobados por la EPA (número de registro 6836-152-63836) para su uso como desinfectante contra el patógeno COVID-19.

- Movilizar equipos y suministros. Realizar una reunión de orientación y seguridad predesinfectante con la tripulación.
- Establezca contenciones para aislar las áreas de trabajo utilizando láminas de polietileno ignífugas de 6 mil.
- Establecer máquinas de aire negativo dentro de cada área regulada. Estas unidades estarán en modo de "fregado" (circulación interior), para filtrar y hacer circular continuamente el aire dentro del área regulada durante la operación de desinfección.
- El biocida Foster's 40-80 (listo para usar) o un biocida similar aprobado por la EPA se rociará con aerosol en el área de trabajo contenida a través de un rociador sin aire al comienzo del proyecto para cubrir igualmente todas las superficies horizontales y verticales. La mezcla de aire y biocida circulará por el área de trabajo contenida durante 15 minutos antes del inicio de la limpieza manual.
- Todas las superficies horizontales y verticales duras se limpiarán manualmente usando Foster's 40-80 (RTU) o un biocida similar aprobado por la EPA en forma líquida y trapos industriales limpios.
- Las superficies blandas se aspirarán con HEPA.
- Los trapos usados (y otros materiales de limpieza) así como el polietileno serán empacados en bolsas de polietileno de 6 mil, selladas y desechadas como residuos no peligrosos.

5. Muestreo de aire y superficie con inspección visual

- EnviroNova realizará una inspección visual del área regulada durante la aplicación del desinfectante para confirmar que el desinfectante permanezca húmedo en todas las superficies aplicadas durante más de 60 segundos.
- Una vez que se completa la limpieza y la aplicación química, EnviroNova utilizará un medidor de detección de ATP portátil para realizar un muestreo de superficie confirmatorio.
- Una vez que se haya utilizado el medidor de mano para limpiar superficies, EnviroNova recolectará muestras de bio-aerosol en casetes Air-O-Cell usando una bomba de muestreo de aire de alto volumen con un caudal calibrado de 15.0 litros por minuto (lpm) en EL MISMO DÍA Tiempo de respuesta.
- Las muestras de comparación de esporas en el aire se recolectarán en los siguientes protocolos de eventos de muestreo: uno (1) dentro del área descontaminado por cada 5,000 pies² y uno (1) afuera en el exterior del edificio. Se requiere una muestra por cada cinco mil (5,000) pies cuadrados. La estrategia de muestreo debe tener en cuenta el diseño del sistema de HVAC, las Corrientes de aire naturales, la configuración del NPE y otros factores que afectan el flujo de aire.
- Las muestras de esporas en el aire se enviaron bajo los procedimientos de la cadena de custodia a los Laboratorios de Microbiología Ambiental P&K (EMLab) en el sur de San Francisco, California, para su análisis.
- Las muestras de esporas en el aire se recolectarán y analizarán Siguiendo los protocolos de muestreo y análisis de esporas en el aire.
- La sensibilidad analítica es las esporas / m³ divididas por el recuento bruto. El límite de detección es la sensibilidad analítica multiplicada por el volumen de muestra divididos por 1000.
- EnviroNova utilizará el MoldSTAT TM: Informe estadístico complementario de trampa de esporas del informe analítico certificado para hacer determinaciones de recuentos de esporas y especies y niveles relativos de aclaramiento.

APÉNDICE E: CONTRATISTAS DE DESINFECCIÓN APROBADOS POR BCCI

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.sfgdcp.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
- 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 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

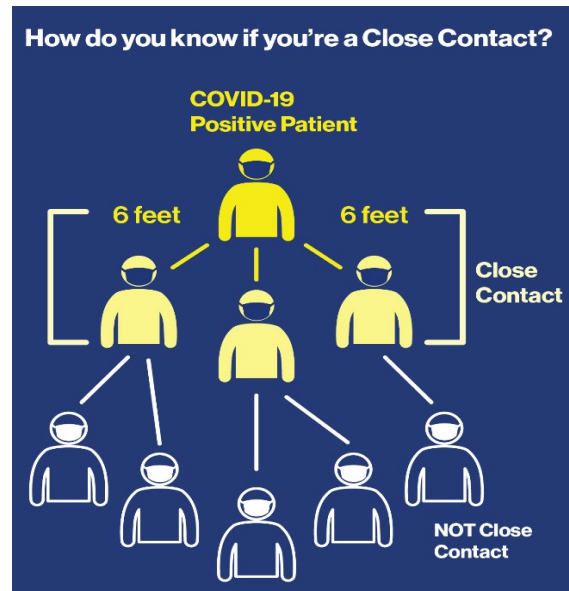
What to do if you had close contact with someone with COVID-19

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.

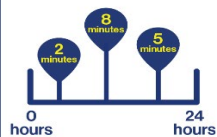
- You must stay at home and away from other people, except to get tested or get medical care.
- Do not let visitors inside your home, unless you need help to take care of you. Friends and family can leave food, medicine, and other things you need outside your door.
- If you leave home to get tested or 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/dph/IDDC/Pages/HealthOrderC19-15c.aspx).
- 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.

**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.

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.sfcddcp.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.sfgdcp.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.sfgdcp.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.sfgdcp.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.sfdcdp.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.sfdcdp.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.sfdcdp.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.sfdcdp.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: • 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: • 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: • 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: • 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.



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.sfpdcp.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.sfpdcp.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

Construcción: lo que usted debe saber sobre COVID-19 cuando está en el trabajo

En San Francisco, las personas que trabajan en construcción son de las más propensas a infectarse de COVID-19

¿Cómo se transmite el COVID-19?

El COVID-19 se transmite principalmente de una persona a otra a través de un virus que está en el aliento de la persona infectada. El virus se propaga por el aire cuando las personas que están infectadas respiran, especialmente cuando hablan, tosen o estornudan. Otras personas se infectan cuando respiran el virus que está en el aire o cuando el virus alcanza sus ojos, nariz y boca por medio del aliento de la persona infectada.

Las personas también pueden infectarse si tocan una superficie donde haya estado el virus y luego se tocan los ojos, nariz y boca, aunque esto no es muy común.

¿Por qué las personas que trabajan en construcción se infectan de COVID-19?

■ Se trabaja cerca de otras personas

En proyectos de construcción, los trabajadores a menudo tienen que trabajar uno cerca del otro. Entre más cerca esté usted de una persona infectada, más probabilidades tendrá de contraer COVID-19.

■ Se trabaja en espacios cerrados

Los trabajos de construcción a menudo implican estar en espacios pequeños, elevadores y remolques. El virus que está en el aliento de una persona enferma puede flotar en el aire por más tiempo cuando se trata de áreas pequeñas y con poca ventilación.

■ Se realizan trabajos físicos pesados

Cuando las personas realizan trabajos pesados, respiran más fuerte y rápido de lo habitual, y si hay algún virus en el aire es más probable que lo inhalen. Si alguien que tiene COVID-19 respira más fuerte, esparcirá más virus en el aire.

■ Hay un menor uso del cubrebocas

En las obras de construcción suele haber mucho ruido. El ruido de la construcción y del tráfico cercano puede dificultar que las personas entiendan lo que dicen los demás al usar un cubrebocas. Además, puede que a los trabajadores no les guste usar un cubrebocas mientras estén realizando trabajos físicos pesados porque tienen que esforzarse más para respirar con el cubrebocas puesto.

■ Comen juntos durante los descansos

Una forma común en la que los trabajadores se infectan es cuando comen o beben algo juntos. Comer juntos es de alto riesgo porque todos están sin cubrebocas al mismo tiempo y se tocan la boca. Además, las personas suelen hablar mientras almuerzan o toman un café juntos, lo que hace que produzcan más gotitas respiratorias.

■ Otros factores de riesgo: fumar o vapear

Fumar y vapear aumentan el riesgo de contraer COVID-19 porque la persona tiene que quitarse el cubrebocas para realizar dichas actividades. Además, fumar aumenta el riesgo de desarrollar una enfermedad grave si la persona contrae COVID-19.

¿Qué puede hacer usted para reducir el riesgo?

- Mantenga un cubrebocas puesto **sobre su boca y nariz** en todo momento.
- **Manténgase al menos a 6 pies de distancia de otras personas**, tanto como sea posible, especialmente cuando esté en lugares cerrados.
- **Cuando vaya a comer o beber algo, hágalo a solas** y mínimo a 6 pies de distancia de los demás. Si es posible, coma al aire libre.
- Durante la hora de almuerzo y los descansos, primero coma o beba lo que lleve y **póngase el cubrebocas antes de empezar a hablar** con otras personas.
- **Si fuma o vapea, hágalo a solas** y mínimo a 6 pies de distancia de otras personas.
- **No se quite el cubrebocas cuando vaya a hablar.** Hablar, especialmente en voz alta, puede propagar más virus en el aire. Si la gente no puede escuchar lo que usted dice, intente apagar algunas máquinas para reducir el ruido, escribir lo que quiere decir o ir a un lugar con menos ruido.
- Trate de **no estar en espacios pequeños y cerrados** con otras personas.
- **Abra las ventanas y puertas** para que entre aire fresco.
- Si es posible, **evite ir al trabajo en automóviles compartidos**. Si tiene que compartir el automóvil, intente ir con las mismas personas todos los días y exija que todos usen cubrebocas. Abra las ventanas, suba la ventilación y haga los ajustes necesarios para que entre aire fresco.

Muchas personas con COVID-19 pueden estar enfermas y no saberlo

La mayoría de las infecciones por COVID-19 son causadas por personas que no tienen ningún síntoma. Ellos pueden infectar a otros simplemente al respirar y exhalar partículas del virus, razón por la cual es tan importante usar un cubrebocas.

Antes de irse a trabajar, usted debe responder las preguntas de evaluación diarias para el personal. Es importante responder estas preguntas con sinceridad. Existen recursos para apoyar a los trabajadores que no pueden ir a trabajar porque necesitan aislarse o ponerse en cuarentena debido al COVID-19.

- **Si usted tiene algún síntoma de COVID-19**, no vaya a trabajar. Hágase la prueba de COVID-19 lo antes posible. Trate de mantenerse alejado de otras personas en una habitación separada y use un baño separado, si es posible, hasta que reciba los resultados de su prueba. Use un cubrebocas si tiene que estar cerca de otras personas.
- **Si alguien en su casa está enfermo**, intente quedarse en una habitación separada, use un cubrebocas cuando esté cerca de ellos y abra las ventanas de la habitación.

Elegibilidad para pago por enfermedad

Es posible que usted tenga derecho a los beneficios de licencia por enfermedad si contrae COVID-19. Visite [sfgov.org/olse/pslo](https://www.sfgov.org/olse/pslo) para obtener más detalles.





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>



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