

City Offices Safety Protocol

This safety protocol document is primarily focused on office work environments and public-facing services performed in office buildings. Other protocols may be necessary for specialized work environments where risk profiles are different.

The following restrictions and requirements must be in place at all department worksites:

- 1) 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 guidance, the stricter standard will apply.
- 2) Prepare a Site-Specific Health and Safety Plan to address COVID-19 related issues, provide a copy of the Plan to the City Administrator for review, and provide a copy of the approved Plan to all employees and contractors who would normally work at the worksite with a confirmation that it has been read. The Plan must be translated as necessary to ensure that all non-English speaking employees and contractors who would normally work at the worksite are able to understand the Plan.
- 3) Facial Coverings must be worn by all individuals when they enter the worksite and within the workspace in compliance with requirements set forth in the Health Officer's Order. If the employee does not have a facial covering, it is the responsibility of the department to provide one to the employee. Departments must provide personal protective equipment (PPE) for employees as appropriate and as needed for the activity being performed.
- 4) Implement a daily employee health self-assessment certification protocol at your worksite which is required to be completed prior to an employee entering the worksite. Guidance on the employee health self-assessment which can be incorporated into your Site-Specific Health and Safety Plan will be provided by a separate document.
- 5) Prohibit sharing of phones, facial coverings, and PPE.
- 6) If pedestal fans or hard mounted fans are used in the worksite, take steps to minimize air from fans blowing from one employee directly at another employee. Personal cooling fans should be removed from the workplace to reduce the potential spread of any airborne or aerosolized viruses.
- 7) Minimize non-essential travel, between worksites and for business travel outside of San Francisco
- 8) Any office spaces with gyms or other exercise equipment should not allow use of the equipment until Public Health guidance is issued regarding safety protocols for gym facilities in San Francisco. Once issued, City departments should follow the operational and cleaning protocols which Public Health requires for all gym facilities.
- 9) Implement physical distancing requirements at your worksite including, at minimum:
 - a) Always require physical distancing for all individuals at the worksite by maintaining a minimum six-foot distance between individuals, except as strictly necessary to carry out a time-limited task.
 - b) Develop a plan specific to your program's activities and your worksite's floor plan which allows for maintenance of the physical distancing requirements.
 - c) Prohibit gatherings at the worksite if physical distancing requirements cannot be maintained. Workshops and training should be conducted online or via video to the extent physical distancing cannot be maintained at a physical site as part of the activity.

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- d) Remove or rearrange chairs and tables in break rooms and other areas where employees may gather to provide for physical distancing and consider alternative areas to accommodate overflow volume for break and lunch areas.
 - e) Identify and control “choke points” and “high-risk areas” where employees are unable to maintain minimum six-foot physical distancing and prohibit or limit use to ensure that minimum six-foot distancing can easily be maintained between individuals.
 - f) Provide visual cues (e.g., floor markings, signs) as a reminder to employees, contractors, and visitors to maintain physical distancing.
 - g) Minimize interactions and maintain physical distancing with all worksite visitors. To the extent you provide in-person transactions at the worksite where lines may form, markings should be indicated at six-foot increments at a minimum establishing where individuals should stand to maintain adequate physical distancing.
 - h) For public-facing service counters where physical distancing is not possible, provide a physical barrier between the employee and public such as a plexiglass temporary barrier.
 - i) Prohibit employees from using others’ phones or desks. Any work tools or equipment that must be used by more than one individual must be cleaned with disinfectants that are effective against COVID-19 before use by another individual. If an employee is using another work area to comply with physical distancing, then the location shall be disinfected before and after use.
 - j) Post a notice in an area visible to all employees, contractors and visitors instructing them to do the following:
 - i. Do not touch your face with unwashed hands or with gloves.
 - ii. Frequently wash your hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.
 - iii. At least daily, clean and disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared tools, elevator control buttons and doorknobs.
 - iv. Cover your mouth and nose when coughing or sneezing or cough, or sneeze into the crook of your arm at your elbow/sleeve.
 - v. Do not enter the worksite if you have a fever, cough, or other COVID-19 symptoms. If you feel sick, or have been exposed to anyone who is sick, stay at home. San Francisco offers free testing through CityTestSF.
 - vi. Constantly observe your work distances in relation to other staff. Always maintain a minimum six feet of separation between individuals.
 - k) The notice in section 9.j must be translated as necessary to ensure that all non-English speaking employees, contractors, and visitors are able to understand the notice.
- 10) Implement cleaning and sanitization practices to frequently clean and sanitize, in accordance with CDC guidelines, all high-traffic and high-touch areas including, at a minimum: meeting areas, lunch and break areas (microwave or refrigerator handles or vending machine touchpads), entrances and exits to the office, and equipment.
- 11) Prohibit any sharing of any food or beverage. Prohibit sharing of pens or other writing equipment between employees or with the public. Staff shall avoid sharing individual work tools (pens, clipboards, etc.) and personal items (utensils, dishes, etc.) with members of the public or co-workers to the greatest extent possible.

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- 12) Provide for contactless payment systems or, if not feasible to do so, provide for disinfecting all payment portals, pens, and styluses after each use.
- 13) Designate a COVID-19 Safety Plan Monitor (SPM) or Monitors for your program worksite to enforce this guidance and ensure the SPO's name and contact information is shared with all employees at the worksite and listed in the Site-Specific Plan. The SPO must:
 - a) Ensure implementation of all recommended safety and sanitation requirements regarding the COVID-19 virus at the worksite.
 - b) Report repeated non-compliance with this Safety Protocol and related site-specific plans to the appropriate worksite supervisors and a designated City Administrator representative.
 - c) Establish a system for employees to notify their supervisors if they are experiencing signs or symptoms of COVID-19 or if they have recent contact with a suspected or confirmed COVID-19 case.
- 14) In the event of a confirmed case of COVID-19 at a worksite, the department should take the following actions (see more detailed information available at www.sfcddcp.org/covid19 under Businesses and Employers):
 - a) Immediately remove the infected individual from the worksite with directions to seek medical care and follow applicable self-isolation requirements.
 - b) Decontaminate and sanitize each location at which the infected employee was present.
 - c) Notify the Public Health Department Communicable Disease Control (CD Control) immediately at (415) 554-2830 and the Department of Human Resources. Follow all directives and complete any additional requirements by the health officials, including full compliance with any tracing efforts by the City.