



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen starting January 28, 2021. The decisions to reopen reflected in those documents balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

COVID-19 case rates in San Francisco are about twice as high now as they were the last time businesses and activities were open under the State’s purple tier at the end of November and beginning of December. This high rate means generally that twice as many people who you may come into contact with when you are outside your Residence have COVID-19 than before. Most COVID-19 infections are caused by people who have no symptoms of illness. We also face the added risk of new virus variants and mutations in the community, and it is unclear whether these variants may be more contagious or even more deadly.

The opening of sectors does not necessarily signify that these activities are “safe.” The purpose of the required safety protocols contained in the order and directives is make these activities and sectors safer for workers and the public. But reopening requires that all individuals and businesses use particular care and do their part to make these activities as safe as possible by strictly and consistently following all safety protocols and Social Distancing Requirements.

DIRECTIVE OF THE HEALTH OFFICER No. 2020-28c

**DIRECTIVE OF THE HEALTH OFFICER OF
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST
PRACTICES FOR DRIVE-IN GATHERINGS**

(PUBLIC HEALTH DIRECTIVE)

DATE OF DIRECTIVE: January 27, 2021

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that businesses offering drive-in gatherings as described below, must follow as part of the local response to the Coronavirus Disease 2019 (“COVID-19”) pandemic. This Directive constitutes industry-specific guidance as provided under Sections 4 and 11 and Appendix C-2 of Health Officer Order No. C19-07s issued on January 27, 2021 (the “Stay-Safer-At-Home Order”) and, unless otherwise defined below, initially capitalized terms used in this Directive have the same meaning given them in that order. This Directive goes into effect at 8:00 a.m. on January 28, 2021, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, customers, and the community.

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



Health Officer Directive No. 2020-28c

1. This Directive applies to all owners, operators, managers, and supervisors (“Drive-In Gathering Hosts”) of any business hosting Drive-In Gatherings, as set forth in Section 8 of Appendix C-2 the Stay-Safer-At-Home Order.
2. Attached as Exhibit A to this Directive is a list of best practices that apply to Drive-In-Gatherings and Drive-In Gatherings Hosts (the “Best Practices”). Each Drive-In Gathering Host must comply with all of the relevant requirements listed in the Best Practices.
3. Attached as Exhibit B to this Directive is a list of other best practices regarding gatherings titled “Tips and Frequently Asked Questions for Gatherings” (the “Tip Sheet”) issued by the Department of Public Health. Each Drive-In Gathering Host must comply with all of the relevant requirements listed in the Tip Sheet, including as that document is updated or revised. Each Drive-In Gathering Host should regularly check online for an update to the Tip Sheet by going to www.sfdcp.org/gatheringtips.
4. Each Drive-In Gathering Host, before it begins to host or operate a Drive in Gathering, or allow Personnel onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as Exhibit C.
5. If an aspect, service, or operation of the Drive-In Gathering is also covered by another Health Officer directive (all of which are available at www.sfdph.org/directives), then the Drive-In Gathering Host must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.
6. Each Drive-In Gathering Host must (a) make the Health and Safety Plan available to a customer and Personnel on request, (b) provide a summary of the Health and Safety Plan to all Personnel working on site or otherwise in the City in relation to its operations, and (c) post the Health and Safety Plan at each entrance to any physical business site within the City. Also, each Drive-In Gathering Host must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.
7. Each Drive-In Gathering Host subject to this Directive must provide items such as Face Coverings (as provided in Health Order No. C19-12d issued on December 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related cleaning supplies to Personnel, all as required by the Best Practices. If any such Drive-In Gathering Host is unable to provide these required items or otherwise fails to comply with required Best Practices or fails to abide by its Health and Safety Plan, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant Drive-In Gathering Host, any such Drive-In Gathering is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
8. For purposes of this Directive, “Personnel” includes all of the following people who provide goods or services associated with a Drive-In Gathering: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); independent contractors; vendors who



Health Officer Directive No. 2020-28c

are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Drive-In Gathering Host. “Personnel” includes “gig workers” who perform work via the business’s app or other online interface, if any.

9. This Directive and the attached Best Practices may be revised by the Health Officer, through revision of this Directive or another future directive or order, as conditions relating to COVID-19 require, in the discretion of the Health Officer. Each Drive-In Gathering Host must stay updated regarding any changes to the Stay-Safer-At-Home Order and this Directive by checking the Department of Public Health website (www.sfdph.org/directives) regularly.
10. Implementation of this Directive augments—but does not limit—the obligations of each Drive-In Gathering Host under the Stay-Safer-At-Home Order including, but not limited to, the obligation to prepare, post, and implement a Social Distancing Protocol under Section 4.d and Appendix A of the Stay-Safer-At-Home Order. The Drive-In Gathering Host must follow these industry-specific Best Practices and update them as necessary for the duration of this Directive, including, without limitation, as this Directive is amended or extended in writing by the Health Officer and consistent with any extension of the Stay-Safer-At-Home Order, any other order that supersedes that order, and any Health Officer order that references this Directive.

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

A handwritten signature in black ink, appearing to read "Susan Philip".

Susan Philip, MD, MPH,
Acting Health Officer of the
City and County of San Francisco

Date: January 27, 2021



Exhibit A to Health Officer Directive No. 2020-28c (issued 1/27/21)

Best Practices for Drive-In Gathering Hosts

In addition to preparing, posting, and implementing the Social Distancing Protocol (Appendix A of Health Officer Order No. C19-07s, including as that Order is updated in the future), each Drive-in Gathering Host that operates in the City must comply with each requirement listed below and prepare a Health and Safety Plan substantially in the format of Exhibit C, below.

1. Section 1 – General Requirements for Drive-In Gatherings:

- 1.1.*** All Drive-In Gatherings must be provided entirely outdoors in an area large enough to accommodate all distancing requirements of this Directive. Drive-In Gatherings may not be provided in closed or semi-closed parking structures unless, for example, the Drive-In Gathering occurs entirely on the top floor of a parking structure that has no roof or ceiling above it.
- 1.2.*** Each Drive-In Gathering is limited to a maximum of 100 vehicles. But if the space used for a gathering cannot accommodate 100 vehicles while meeting all distancing requirements of this Directive, then fewer vehicles are allowed. Each Drive-In Gathering must be limited to 4 hours in duration.
 - 1.2.1.*** Tickets or invitations to a Drive-In Gathering must be sold or issued before a gathering begins, onsite box-office sales are prohibited. Hosts are strongly encouraged to use online or touchless reservation, payment, and ticketing systems. Participants must be informed during the ticketing or reservation process of their obligation to stay home if they are experiencing or have experienced any COVID-19 symptoms during the preceding 24 hours. For the current list of symptoms, please go to www.sfc-dcp.org/covid19symptoms.
- 1.3.*** Food and beverage concessions must be sold only through an online or remote ordering system. Alcohol may not be sold at a Drive-In Gathering event. Participants should use touchless payment options when feasible. Personnel must deliver concessions to the ordering vehicle. All occupants of a vehicle must wear a Face Covering when any Personnel approaches their vehicle and for the duration of any contact with Personnel. Participants must not be permitted to exit their vehicles to order, purchase or accept concessions. No equipment or other items may be shared among persons from different Households.
- 1.4.*** Live speakers, performers, or other presenters may not perform or present during a Drive-In Gathering at this time.
- 1.5.*** Four wheeled vehicles are permitted, including convertible cars and pickup trucks. Bicycles and motorcycles are not permitted at this time.
- 1.6.*** Occupants of a vehicle must be members of the same Household and may not change vehicles during the event.
- 1.7.*** Face Coverings must be worn at all times a participant is outside a vehicle in accordance with Health Officer Order C19-12d issued December 22, 2020 and as it may be amended (the “Face Covering Order”).



- 1.7.1.* Face Coverings must be worn whenever a participant is sitting in their vehicle with the windows or convertible top open or sitting on the outside part of their vehicle, such as sitting in the bed of a pickup truck.
- 1.7.2.* Face Coverings must be worn at all times when interacting with Personnel (such as when Personnel approach a vehicle to serve concessions).
- 1.7.3.* Face Coverings are not required while seated in a vehicle with the windows closed or while eating or drinking.
- 1.8.* Participants must remain within the bounds of the four wheels of their vehicle at all times except to use the restroom or during an emergency. For clarity, participants may sit in the bed of a pickup truck or on some portion of the vehicle, but their entire bodies and all personal property must remain within the bounds of the four wheels of the vehicle. For further clarity, participants may not use awnings, trailers, or other objects to expand the bounds of their vehicle. Vehicle windows may be left open during the Drive-In Gathering if all occupants of the vehicle are wearing Face Coverings.
- 1.9.* Drive-In Gathering Hosts must not design an event that requires or otherwise encourages simultaneous cheering, yelling, singing or other use of raised voices. Participants are strongly encouraged to avoid raising their voices such as by cheering, yelling, or singing. Applause is allowed.
- 1.10.* Vehicles must remain stationary for the duration of the Drive-In Gathering and must be parked with enough space so that participants and Personnel can maintain a minimum of six feet of physical distance from others at all times including, for example, when participants are exiting their vehicle to use the restroom, or Personnel are walking among vehicles to serve concessions. Drive-In Gathering Hosts must reserve adequate space for emergencies, including space for emergency vehicles to safely enter, access, and exit the venue. This means that many or all vehicles may need to be parked more than six feet apart.
 - 1.10.1.* Drive-In Gathering Hosts must develop a written social distancing, capacity and spacing plan prior to any Drive-In Gathering to ensure adequate space exists for safe movement during an emergency and that Personnel and participants can maintain six feet of distance at all feasible times including when participants exit their vehicles to use a restroom and when Personnel are walking among vehicles to serve concessions. Drive-In Gathering Hosts must maintain a physical copy of the social distancing, capacity and spacing plan and must provide the plan to any public official carrying out inspection or enforcement duties upon request.
 - 1.10.2.* Educate Personnel about spacing requirements and capacity limits. Require Personnel to enforce restrictions by, for example, ensuring vehicles park in accordance with the social distancing, capacity, and spacing plan.
 - 1.10.3.* Ensure that the plan addresses, and Personnel are taught, about how traffic flow into and out of the performance or event can be managed so as to maintain order, safely check tickets, avoid confusion, minimize chaotic traffic after the event, etc.
- 1.11.* Any restrooms must be sanitized regularly. If restrooms are not equipped with sinks, washing stations must be available. All sinks or washing stations must be equipped with adequate soap, water, and paper towels. Hand sanitizer dispensers should be placed



conveniently around the venue for use by Personnel or participants.

- 1.11.1.** Require Personnel to regularly clean and disinfect high touch areas and surfaces including door handles, faucets, and toilets throughout the day or event following CDC guidelines found at: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Provide Personnel adequate time and space to complete all sanitation duties. Disinfecting products must be approved for use against COVID-19 on the Environmental Protection Agency (EPA) – approved list found at: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>. Outdoor Gyms must follow all product and safety instructions.
- 1.12.** Drive-In Gatherings must operate in compliance with all laws, regulations, and applicable permitting requirements. For gatherings of more than 10 vehicles, the Host must provide security to maintain safety and ensure compliance with this Directive. The amount of security necessary shall be determined by the entity providing security and must be at least the amount deemed necessary to maintain safety and ensure compliance with this Directive and any other applicable orders or directives of the Health Officer.
- 1.13.** Drive-In Gatherings must address the potential hazards that result from operating outside, including: (1) ensuring participants’ safe ingress and egress into the space taking into account pedestrians and traffic moving adjacent to the venue, (2) ensuring use of electrical devices and extension cords in compliance with Cal/OSHA’s Guide to Electrical Safety; (3) ensuring there are no tripping hazards from cords or other equipment; and (4) the issues listed in Section 1.10.3 above.

 - 1.13.1.** Drive-In Gatherings must comply with the Cal/OSHA standards for heat and air quality illness prevention for outdoor workers, including an effective heat illness prevention plan with written procedures.
- 1.14.** Place signage around the Drive-In Gathering emphasizing basic infection prevention measures, including the requirements to wear a Face Covering and maintain proper social distance at all times, stay home when feeling sick, and wash or sanitize hands frequently. Conspicuously post a copy of this Directive and all attachments, the Health and Safety Plan, and the Social Distancing Protocol (1) on any public facing website and (2) at the physical Drive-In Gathering site.



Tips and Frequently Asked Questions for Gatherings

NOTICE: Guidance in this document may be revised due to changes in the COVID-19 risk level tier for San Francisco as assigned by the California Department of Public Health.
Refer to the Business Capacities and Activities Table ([BCAT](#)) for all current restrictions, limitations and suspensions.

UPDATED January 27, 2021

****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time****

AUDIENCE: Hosts, organizers and participants of gatherings of people from more than one household. This information does not apply to gatherings of people living together in a single household.

BACKGROUND: San Francisco Health Directives allow people in different households to gather, with restrictions to prevent spread of COVID-19. This tip sheet cover frequently asked questions about how to safely organize, host, and participate in gatherings of people from different households.

The Directives and associated documents are available on the [Health Directives page](#) under Gatherings.

- Directive 2020-19 – Outdoor Gatherings
- Directive 2020-28 – Drive-In Gatherings
- Directive 2020-34 – Indoor Worship

Additional guidance can be found at www.sfgdcp.org/covid19.

Changes to this FAQ since the Nov. 29 Version:

- Review the Business Capacities and Activities Table ("[BCAT](#)"): the BCAT controls to the extent it conflicts with any information in the guidance document.
- CA Notify: Help stop the spread of COVID-19 using your smartphone
- COVID-19 Vaccine Information
- How does COVID-19 spread?: If you're feeling symptoms, stay home, and get tested
- Ventilation signage must be posted including new employee breakrooms requirement



Overview of Types of Gatherings		
	GATHERING TYPE	DESCRIPTION OF GATHERING
Outdoor	Outdoor Meal Gatherings	Gatherings where eating or drinking take place
	Outdoor Special Gatherings	Political protests; Religious services or ceremonies, including wedding ceremonies and funerals, but not receptions;
	Small Outdoor Gathering	All other types of outdoor gatherings (e.g. receptions, gatherings at a park, hosted tours)
	Drive-in Gatherings	In vehicles (e.g. for movie)
Indoor **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**	Indoor Religious and Cultural Ceremonial Gatherings	Indoor religious and cultural ceremonies, including wedding ceremonies and funerals but not receptions



Frequently Asked Questions

How Does COVID-19 Spread?

Our current understanding is that COVID-19 is mostly spread from person-to-person in the air through virus-containing droplets in the breath of someone with COVID-19. These respiratory droplets enter the air when a person breathes. Even more droplets can get in the air when infected people talk, sing, cough, or sneeze. People with COVID-19 may have no symptoms and can still be breathing out virus-containing droplets that can infect others. Transmission can occur through:

- Larger droplets. These larger droplets are sometimes called “ballistic droplets” because they travel in straight lines and are pulled down by gravity. People nearby, usually within 6 feet, are infected when they breathe in these droplets or if the droplets land in their eyes, nose, or mouth.
- Smaller droplets or infectious particles. These can float in the air for a period of time and/or travel beyond 6 feet on indoor air currents, especially in enclosed spaces with poor ventilation. People sharing the same space are infected when they breathe in these smaller droplets and particles or the droplets or particles land on their eyes, nose, or mouth – even if they are further than 6 feet away. These droplets are sometimes referred to as “aerosols” or “bioaerosols”.

COVID-19 can also spread if a person touches their eyes, nose or mouth after touching a contaminated surface (also known as a fomite transmission); however, this is less common.

Monitor Your Health Daily. Be alert of symptoms such as fever, cough, shortness of breath, or other symptoms. If you are experiencing any of these symptoms, stay home, and get tested.

How can we help slow the spread of COVID-19?

CA Notify – another way for us to stop the spread

CA Notify (canotify.ca.gov) is an app you can add on your smartphone. It uses Bluetooth technology to recognize when you and your phone have been in close proximity to others infected with COVID-19 to help stop the spread of the virus in our community.

If you are using CA Notify and you test positive, your diagnosis will not be shared with others. However, if other people in close contact with you are also enrolled in the app, they will be told they had an exposure. They will be told the date of the exposure, but not the time, location or identity.

If you are using CA Notify and you were exposed to someone who tested positive and they entered their result into the app, you will be told the date of the exposure, but not the time, location or identity.

CA Notify is available through Apple and Google. See canotify.ca.gov for more information.

What do we know about the COVID-19 Vaccine?

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC as well as California’s own Scientific Safety Review Workgroup have reviewed all data from clinical trials to ensure the safety and



effectiveness of all COVID-19 vaccines. **When the vaccine is available to you, step up for your health, the health of your loved ones, the health of your community, and get vaccinated.** While the vaccine may prevent you from getting sick, we still do not know if people who have been vaccinated can still get the virus and spread COVID-19 to others. Therefore it is still very important for those who are vaccinated, and for the rest of the population who waits for their vaccines, to continue using all the tools available to help stop this pandemic: wearing a mask that covers your mouth and nose when outside your home, avoiding gatherings, avoiding being indoors with people you don't live with, staying at least 6 feet away from others, and washing your hands often. Find out more about the vaccine, including where and when to get it at: sf.gov/covidvax

How can I stay as safe as possible at a gathering?

- Wear a face covering or mask at all times. A face covering is required at all gatherings outside the house.
- Stay for a shorter period of time. The less time you spend with people you don't live with, the safer it is.
- Stay 6 feet away from people outside your household.
- Only participate in activities or sports where you can stay 6 feet away from people outside your household. Sports and exercise are higher risk because people produce more respiratory droplets when they are breathing harder. Balls and other sports equipment can be shared between only two households.
- Stay away from activities like singing, chanting, shouting, and playing wind or brass instruments. These activities produce many more respiratory droplets, increasing the risk of COVID-19. If you must participate in or be near people who are singing, chanting, shouting or playing wind instruments, see *"How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?"*
- Wash or sanitize your hands frequently. Bring your own hand sanitizer to gatherings where there will be no place to wash or sanitize your hands.
- Consider staying home if you are at higher risk of serious illness from COVID-19 due to your age or medical conditions. See <https://www.sfdcp.org/vulnerable> for a list of groups at higher risk.
- Keep others safe: don't attend if you are or a family member feels ill or has COVID-19 like symptoms. For a list of symptoms, see www.sfdph.org/dph/alerts/covid-guidance/covid-screening.pdf.
- Get a flu vaccine. Preventing influenza is especially important during the COVID-19 epidemic because people who have flu and COVID-19 at the same time much more likely to die.

As a business or organization hosting a gathering, what must I do?

- Complete, maintain, and implement the following documents:
 - A **Health and Safety Plan** for the type of gathering, including COVID-19 screening for all [personnel \(www.sfdcp.org/screening-handout\)](https://www.sfdcp.org/screening-handout) and [participants \(www.sfdcp.org/screeningvisitors\)](https://www.sfdcp.org/screeningvisitors). The Health and Safety Plan must be provided to Host Personnel, available to participants, and posted at the physical entrance where the Host operates. See www.sfdph.org/dph/alerts/coronavirus-health-directives.asp to find the correct link for your gathering.



- A **SFDPH Social Distancing Protocol** including a plan to clean and disinfect high touch surfaces such as seating, doors, and others before each Gathering (see [SFDPH Cleaning/Disinfection Guidance](#), posted at www.sfcddcp.org/covidcleaning).
- **Signage on reporting violations of COVID-19 Health Orders.** Beginning on Nov. 10, Host Businesses or organizations are required to post signs in employee break rooms or areas informing employees of the right to report violations of COVID-19 health orders and directives by calling 311 or visiting www.sf.gov/report-health-order-violation. Signage needs to state that employee's identity will remain anonymous. Sample signage is available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- **Keep a record of people at your gathering, in case someone is later found to have COVID-19.** People with COVID-19 can infect others up to 2 days before they develop symptoms or test positive. Hosts must help public health authorities in contact tracing efforts in case an attendee develops COVID-19. We can help prevent COVID-19 transmission by contact tracing which helps identify people who may have been exposed and helping them quarantine so they don't inadvertently spread the disease.
 - Keep the attendance/schedules of all personnel at your organization for up to three weeks.
 - Consider maintaining a list of participants willing to voluntarily provide their names for three weeks after an event. Any lists should be discarded after three weeks (unless your business keeps such records in the ordinary course of business).
 - Try to maintain an up-to-date contact list to alert attendees in the event of potential exposure.
 - For more information, see <https://covid19.ca.gov/contact-tracing>.
 - Follow SFDPH's guidelines on "[COVID-19 Positive At Workplace](#)" if someone at your gathering tests positive for COVID-19.

If you are hosting an Indoor Religious/Cultural Gathering **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time****, you must adhere to the changes made on the [Business Capacities and Activities Table](#) as well as:**

- **Post signs about the increased risk of COVID-19 indoors.** Post [SFDPH Approved Signage](#), stating:
 - That COVID-19 is transmitted through the air and that indoor settings carry a much higher risk of infection.
 - That seniors and those with health risks should avoid indoor settings with crowds.
 - The maximum capacity of the space and the maximum capacity currently permitted under the Stay-Safer-At-Home Order.
 - Post Ventilation signage at public entrances and all break rooms indicating which of the following systems are used:
 - 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
 - None of the above
- **Ensure that indoor spaces are well-ventilated.**



Good ventilation controls droplets and infectious particles to prevent COVID-19 transmission by:

- *removing air containing droplets and particles from the room;*
- *diluting the concentration of droplets and particles by adding fresh, uncontaminated air;*
- *filtering room air, removing droplets and particles from the air.*
- Comply with the ventilation protocols laid out at Section 4.i of the [Stay-Safer-At-Home Order](#), including to review and follow [SFDPH's Ventilation Guidance](#).
- Implement as many improvements in the [Ventilation Guidance](#) as feasible. Keep a hand-annotated copy of the Ventilation Guidance showing which specific improvements were considered and implemented.
- Make any necessary improvements to the ventilation of the establishment, including:
 - Increase natural ventilation by opening windows and doors when environmental conditions allow and if permitted by fire and building safety requirements. Fire doors should not be wedged or propped open.
 - **Doors and Windows** required to be kept closed for **fire/life safety purposes** are exempt. For example, fire doors must remain closed. Make sure open windows do not create falling hazards especially for children
 - If an HVAC systems is present,
 - Ensure HVAC systems are serviced and functioning properly.
 - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
 - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation ("economizer") dampers.
 - Disable demand-control ventilation controls that reduce air supply based on temperature or occupancy.
 - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
 - Consider installing portable air cleaners ("HEPA filters").
 - If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual's space to another's space.

For more information and additional resources, please see the following: San Francisco Department of Public Health (SFDPH): www.sfdcp.org/COVID-ventilation.

- **Discontinue indoor singing, chanting, shouting and wind instruments.** The State of California does not currently allow these activities indoors.

As a host/organizer, how else can I keep our gathering as safe as possible?

- Keep your gathering under 2 hours, even if it is outdoors. The shorter it is, the safer it is.
- Avoid high-risk activities such as singing, chanting, shouting, and playing wind or brass instruments, even outdoors. The activities produce large numbers of respiratory droplets, increasing the risk of COVID-19.



See more under *“How can singing, chanting, shouting, and playing wind/brass instruments be done more safely?”*

- Promote flu vaccination. Flu vaccines are critical in the fight against COVID-19 by (1) keeping workers and communities healthy and (2) reducing strain on our healthcare and testing systems that are responding to COVID-19. Post signage to encourage flu vaccine among personnel and participants. Find out more information at <http://sfcdcp.org.flu>.

What else can I do to decrease the risk of our indoor gathering? **Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time******

In addition to the measures laid out in *“How can I keep a gathering as safe as possible?”*

- Make sure that personnel and participants are aware that indoor gatherings are much higher risk for COVID-19 than outdoor gatherings, so they can decide if they can safely attend.
- Consider making changes to minimize crowding and make physical distancing easier for people from different households, Examples include moving podiums, creating physical barriers, taping off or moving seating, identifying entrance and exits, indicating walking paths in areas where participants pray or kneel on the floor, prohibiting access to common areas.
- Make changes to minimize touching of high-touch surfaces, for example, by keeping bathroom doors propped open to minimize touching of door handles.
- Make hand sanitizer or handwashing stations available at entrances and exits.
- Discontinue use of shared water vessels, fonts, fountain, and sinks for ceremonial purposes.
- Regularly clean and disinfect common and high touch areas, including bathrooms.

Can I host more than one gathering on the same day?

Yes, as long as you schedule gatherings far enough apart that participants from different gatherings do not mix, and you can clean/disinfect high-touch areas between gatherings.

- Hosts must separate outdoor gatherings by at least 20 minutes and indoor gatherings ****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**** by 30 minutes between gatherings, to allow time for participants to exit and for personnel to clean/disinfect.
- Between gatherings, personnel must:
 - Clean and sanitize high-touch surface;
 - Clean, sanitize and/or replace any items of clothing that became soiled or contaminated with bodily fluids before using them for a later gathering;
 - Thoroughly wash or sanitize their hands.
- Hosts may not hold more than one Outdoor Gathering at a single location at the same time.
- Hosts may **not** hold both indoor and outdoor gatherings simultaneously to allow for more people to attend a gathering (e.g. indoor and outdoor wedding or funeral).



Can I hold more than one indoor worship or cultural ceremonial gatheringsIndoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**at the same time in a large facility?**

Yes, you may hold simultaneous or overlapping indoor gatherings if all of the following conditions are met:

- Each gathering must be held in its own, physically separate space, either in different buildings, or in different rooms separated by sealed floor-to-ceiling walls. Partitions may not be used to divide an indoor space for two different gatherings.
- Participants from different gatherings are not allowed to mix.
 - Different gatherings must use separate entrances and exits. If only one shared entrance and exit exist, the Host must ensure participants from different gatherings do not enter or exit at the same time, for example, by staggering start and end times.
 - Personnel and participants must not move between gatherings.
- The host must develop a written plan to describe how they will keep people in different gatherings from mixing, as outlined in Section 4.1.3 of the Indoor Worship Directive.
- In general, keep the areas that are not reserved for an indoor gathering closed to participants, unless expressly permitted under the Stay-Safer-At-Home Order.

Can personnel who are not involved in a gathering work on-site while a gathering is taking place?

Yes. Personnel are allowed to work inside the facility while multiple indoor gatherings ****Indoor Religious and Cultural Ceremonial Gatherings Remain Suspended At This Time**** occur as long as staff follow rules for the Business Operating Office Facilities Directive and Stay-Safer-At-Home Order.

Can we eat or drink at gatherings?

- Eating and drinking are permitted at **Outdoor Meal Gatherings**, at **Drive-In Gatherings**, and as part of **religious or faith-based ceremonies**, as long as it is done in a way that minimizes the risk of COVID-19 transmission.
 - Eating and drinking may not take place when personnel and/or participants are within 6 feet of one another, since face coverings must be worn when people are within 6 feet.
 - Avoid hand-to-mouth contact between different people. Respiratory droplets from one person's mouth can land on the other person's hand, increasing the risk of COVID-19 transmission.
 - As an example, communion rituals could have the priest and participants masked at all times, with the participants receiving communion in the hand and moving away from others to briefly lower their mask to place the sacramental bread on the tongue (see example video: www.youtube.com/watch?v=Q8tg8A5jmP0).
- People from different households should not drink out of the same glass or cup. They also should not share utensils. If glasses, cups, or utensils are shared, they must be disinfected between households, and anyone



handling the shared item must also wash or disinfect their hands.

- Self-service food, potlucks, or family-style eating with shared serving plates or drink dispensers are not allowed.

Must we wear masks/ face coverings all the time?

- You must wear masks as specified in the Face Covering Order.
- Proper use of face coverings is even more critical when in higher risk gatherings, such as indoors.
- Face coverings may be removed briefly while eating or drinking, however proper social distancing should be maintained. If removing face coverings/masks is deemed as essential in a ritual or ceremony, a person may briefly remove their face covering only if they (1) maintain social distance and do not speak, recite, chant, shout or sing; or (2) isolate themselves from all other people to speak or recite, such as by speaking inside an enclosed chamber or behind a plastic or glass partition or face shield no more than 12 inches from the mouth of the speaker and greater than 12 feet away from others.

What about camping, cookouts, or BBQs?

- Bring your own supplies including soap, disinfectants, hand sanitizer, paper towels, etc.
- Do not share BBQs or outdoor grilling stations with people outside of your household. Clean all stations frequently.
- If camping with people from outside your household, consider self-isolating for 14 days before and after if you will be in close contact with people you are camping with.
 - “Close contact” is defined by the CDC as being within 6 feet of an infected person for a cumulative total of 15 minutes over 24 hours) starting from 2 days before the illness starts (for people without symptoms, this means 2 days before they were tested; www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact).

Can we sing, chant, shout, or play wind instruments at our gathering?

Outdoor Special Gatherings and **Drive-In Gatherings** may have singing, chanting, shouting or wind instruments,, if all of the following conditions are met:

- Only one person may sing, chant, shout, or play a wind instrument at a time. Group singing, chanting, shouting, or wind instrument playing is not allowed.
- The person performing the activity must be at least **12 feet** from any other person.
- The person singing, chanting, or shouting must wear a **Face Covering** at all times.
- The wind instrument’s bells and/or openings where air/sound exit must be covered with a mask/other fabric at all times.
- When these activities are allowed, consider the following to reduce risk:
 - Ensure the performance is in a large, well ventilated area (see www.sfdcp.org/COVID-ventilation).



- Minimize the amount of time engaged in these activities.
- Sing, chant, yell, or play wind instruments more quietly, to produce fewer respiratory droplets. Consider using amplifiers.
- Consider a physical barrier between the performer and others.
- Have performers position themselves so that voices and air exiting from instruments is directed from Participants (for example, in silhouette).
- Encourage performers to get tested for COVID-19 as close to the performance date as possible, accounting for the turnaround time for the test. People can get tested by their regular healthcare provider or at CityTestSF (<https://sf.gov/citytestsf>).
- Take special care to ensure that performers do not have symptoms of COVID-19 and are not “close contact” of someone with COVID-19. See www.sfc-dcp.org/screeningvisitors.
- For wind/brass instruments:
 - Performers must be masked at all times as much as possible when not performing.
 - Instruments must not be shared among individuals of different households.
 - If relevant to the instrument, performers should use a large, thin, plastic-lined pad on their chest and lap to collect spit.

Resources

Useful COVID-19 Resources to keep checking:

- San Francisco guidance: www.sfc-dcp.org/covid19
- San Francisco Health Officer orders: www.sfdph.org/dph/alerts/coronavirus-healthorders.asp
- Printable resources such as signage: <https://sf.gov/outreach-toolkit-coronavirus-covid-19>
- California guidance:
 - <https://covid19.ca.gov/safer-economy/>
 - <https://files.covid19.ca.gov/pdf/guidance-places-of-worship.pdf>
- CDC guidance: www.cdc.gov/coronavirus/2019-ncov/php/index.html

Health Officer Directive No. 2020-28c (Exhibit C)
Health and Safety Plan (issued 1/27/21)

Each Drive-In Gathering Host must complete, post onsite and online, and follow this Health and Safety Plan.

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

Business/Entity name:

Contact name:

Facility Address:

Email / telephone:

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

- Confirm that you are familiar with and have implemented all requirements set forth in Health Officer Directive No. 2020-28c, available online at: www.sfdph.org/directives, including the Tips and FAQs for Gatherings, available online at www.sfcddcp.org/gatheringtips.
- Complete any necessary adjustments to the layout of the Drive-In Gathering space to allow for proper social distancing including adequate distance for emergency ingress, access, and egress.
- Obtain any necessary permits needed for the Drive-In Gathering.
- Complete evaluation of electrical safety and implemented all required precautions.
- Develop a plan to ensure Personnel and participants comply with Social Distancing Requirements and to limit the number of vehicles at the Drive-In Gathering, consistent with the requirements in this Directive and the Stay-Safer-at-Home Order.
- Require participants to remain in their vehicles at all times except when using the restroom or during an emergency. Ensure that any concession sales are conducted remotely and delivered to each vehicle.
- Require patrons to wear a Face Covering or alternative Face Covering at all times unless seated in a vehicle with the windows closed. Ensure that Personnel wear Face Coverings at all times as provided in the Face Covering Order.
- Ensure daily COVID-19 symptom self-verifications are completed for all Personnel as required by the Social Distancing Protocol.
- Ensure that patrons are sent the list of COVID-19 symptoms described in Section 1.2.1 of Exhibit A and are told not to attend if they have any such symptoms.
- Provide hand washing stations or hand sanitizer convenient locations throughout the Drive-In venue.
- Implemented all sanitization requirements as described in Directive 2020-28b and the Social Distancing Protocol.
- Ensure that Personnel have access to cleaning supplies so that they can clean surfaces as required.
- Ensure that high-touch surfaces in bathrooms or other common areas are cleaned and disinfected routinely throughout the day or event.
- Post signage reminding customers of their obligations to remain in vehicles, maintain social distance, wear a Face Covering, and wash or sanitize hands frequently.