



**Reopening Institutions of Higher Education and Other Adult Education
Programs for In-Person Instruction
Guidance for Academic Year 2020-2021**

UPDATED September 30, 2020

The following guidance was developed by the San Francisco Department of Public Health (SFPDH) for use by local Institutions of higher education and other adult education programs, and will be posted at <https://www.sfcdcp.org/covid19>.

AUDIENCE: This guidance is for educators, administrators and support staff of Higher Education Programs as well as students, contractors and other personnel who participate in these programs. As used in this guidance, the term "Higher Education Programs" includes public, private non-profit, private for-profit, research-focused, and special mission institutions of higher education (IHEs) such as universities and colleges, as well as other adult education programs such as those offering vocational training courses, career pathway educational programs, job skills training or English as a second language classes. This guidance does not apply to TK-12 schools or other programs for children.

Summary of Revisions since the 9/1/2020 Version

- If outdoor or remote instruction is not possible because of the need for specialized space or equipment, in-person, indoor instruction is allowed with the completion of a Prevention Plan as specified in the [SFPDH Directive](#).
- Higher Education Programs that complete the Prevention Plan and posting requirements contained in this Directive may begin operations without pre-approval by SFPDH.
- Indoor instruction is no longer limited to the training of "core essential services".
- Two hour limit on outdoor instruction has been removed.
- Updated recommendations regarding COVID-19 surveillance testing.

PURPOSE: To provide preliminary guidance on health and safety practices needed to safely operate in-person, on-site instruction at Higher Education Programs, in anticipation of the San Francisco Health Officer allowing such facilities to reopen.

BACKGROUND: Higher Education Programs in San Francisco were closed for in-person instruction in March 2020 to limit the risk of COVID-19 transmission. Since then, our understanding of COVID-19, how it spreads and how we can prevent transmission has increased tremendously.

Based on available evidence, young adults in general do not appear to be at high risk of severe illness due to COVID-19 compared to older adults. However many young adults have been infected with COVID-19 and are very likely to contribute to community transmission, including to more vulnerable population groups.

Because our understanding of COVID-19 has evolved, we now have evidence that certain precautions effectively decrease the risk of COVID-19 transmission. By coordinating and layering effective interventions, we can reduce the risk of COVID-19 for students, faculty, staff and others who may be present at a Higher Education Program, regardless of their age.

This preliminary guidance is based on the best science available at this time and the current degree of COVID-19 transmission in San Francisco. This guidance is subject to change as new knowledge emerges and as local community transmission changes.



As our understanding of COVID-19 grows and local community transmission remains uncertain, please continue to stay updated regarding any changes to the Stay Safer at Home Order and directives at www.sfdph.org/healthorders and www.sfdph.org/directives.

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Key Messages for Higher Education Programs

- Preventing person-to-person transmission via respiratory transmission is more important than frequent cleaning and disinfection. COVID-19 is transmitted from person-to-person and is thought to occur when:
 - large droplets from coughing and sneezing are propelled directly into the face, nose, eyes, and mouth of someone nearby, usually within 6 feet (droplet transmission),
 - a person breathes, talks, sings, coughs, or sneezes releasing small infectious particles which can remain suspended in the air for a period of time and/or moving beyond 6 feet on indoor air currents (aerosol transmission), and
 - a person touches a surface that is contaminated and then touches a mucus membrane such as their nose, eyes or mouth (contact transmission).
- **Coronavirus is easy to kill on surfaces compared to norovirus.** Most household cleaning products are effective. Professional deep cleaning services are generally unnecessary.
- Physical distancing, barriers and face coverings are important in preventing the spread of COVID-19 in group settings.
- The use of personal protective equipment (PPE) does not eliminate the need for physical distancing, portable barriers/partitions and universal face coverings. PPE can give people a false sense of security.
- **Exposure risk is a gradient, rather than an all-or-nothing condition.** A rule of thumb is that a person must spend at least 10-15 minutes within 6 feet of someone with COVID-19 to be at risk of infection. Shorter interactions at greater distances are lower risk. Universal face coverings decrease risk, and being outside is lower risk than inside. Other factors include whether the infected person was sneezing or coughing, or doing an activity that produced more respiratory droplets (singing or shouting has been shown to spread COVID-19 efficiently, particularly in enclosed spaces).



Which programs can offer in-person instruction?

Higher Education Programs must continue to offer distance learning whenever possible. As a rule of thumb, minimize in-person interactions as much as possible, and wherever possible, continue remote or virtual operations. Please carefully review the Health Order to assess whether a particular "support service" is considered an essential business operation.

As of September 2020, the San Francisco Shelter-in-Place Health Order allows Higher Education Programs to operate minimum essential business functions for the purpose of "facilitating distance learning or performing essential functions."

- Offer distance learning options to the extent reasonably feasible.
- Require that students who are able to complete their coursework remotely to do so from their place of residence. For students who live outside the local geographic area and who can otherwise complete their coursework through remote learning, Higher Education Programs must not require those students to travel to the San Francisco Bay Area for the purpose of living in housing under the control of the Higher Education Program.
- Students and staff must be permitted to decline the option of participating in in-person instruction and should be accommodated with distance learning or other options if feasible.
- Higher Education Programs may permit individual students to privately use indoor facilities in control of the Higher Education Program if:
 - The student requires access to the facility due to the need for access to specialized equipment or space that is not available outside or at their home (such as a music practice room or fine arts studio);
 - Only one person (including students, faculty, or other Personnel) is permitted access to the facility at a time;
 - The facility is cleaned and disinfected between each use;
 - Where feasible, the facility is aired out between each use, such as by opening windows or doors;
 - Use of the facility must be by appointment and staggered to permit at least one hour between uses;
 - Wear face coverings at all times except when performing a specific task, such as eating, drinking, or playing a wind instrument.
- Indoor, in-person instruction involving two or more students or instructors and requiring the use of specialized space or equipment, such as indoor laboratories, may be offered with the completion and posting of a Prevention Plan.
 - Higher Education Programs that complete the Prevention Plan and posting requirements contained in the Directive may begin operations without pre-approval by SFDPH. Higher Education Programs offering indoor classes or programs remain subject to periodic audit by

When distance-learning is not possible, the Health Order permits indoor in-person instruction with the completion of a Prevention Plan, and/or outside instruction for groups up to 14 as long as everybody wears face coverings and social distancing is maintained.



SFDPH, including onsite inspection and review of health and safety plans. Higher Education Programs must permit SFDPH inspectors access to their facilities in the event an onsite inspection is requested. Please review the [Directive](#) for additional information on completing the Prevention Plan.

- Higher Education Programs who previously have received official, written approval for indoor instruction for “core essential services” can continue to operate, but must comply with the Prevention Plan and posting requirements in the Directive.
- Students of vocational schools, which includes students training in the “counseling and the healing arts,” are permitted to provide in-person essential services, such as direct patient care. For example, a nursing student can provide direct patient care in-person at a hospital under appropriate supervision.

Requirements before opening Higher Education Programs

Before operation, Higher Education Programs must:

- Designate at least one COVID-19 staff liaison as the point of contact for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- Establish health and safety protocols to prevent COVID-19 transmission, as required by any SFDPH Health Order allowing schools to reopen.
 - Train staff and students on health and safety practices. Avoid having in-person staff development, meetings, or team-building during the two weeks before in-person instruction begins.
 - Create a Health and Safety Plan outlining what the Higher Education Program will do to implement the requirements in this guidance and any relevant Health Officer directives or orders. Share this plan with staff, families, students and other members of the Higher Education Program community.
- Collaborate with SFDPH to develop a shared strategy for surveillance testing of Higher Education Program staff and students. Higher Education Programs should consider the role of COVID-19 testing in limiting the transmission of COVID-19. Students and staff who have symptoms, or have been close contacts, must receive testing as soon as possible. Due to concerns of asymptomatic spread of COVID-19, programs should also consider scheduled, periodic surveillance or screening testing of asymptomatic students and staff, particularly for students living in school-owned housing. Programs are encouraged, if feasible, to cover the costs of testing, either by contract with a private testing lab and/or use of primary health care providers to reduce the impact on limited City testing resources.
- Develop an outbreak management plan or Communicable Disease Management Plan which includes protocols to notify SFDPH of any confirmed COVID-19 cases among students, faculty or staff and assist SFDPH as needed with contact tracing. Such a plan should include a protocol to isolate or quarantine any ill or exposed persons. The SFDPH Education Hub will provide case consultation and guidance in cases of individuals testing positive for COVID-19.
- Establish protocols for staff and students with symptoms of COVID-19 and for communication with staff, students and families after COVID-19 exposure or a confirmed COVID-19 case in the Higher Education Program.



- Require or strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions.
- Ensure that the water systems are safe, especially for those Higher Education Programs closed for a long period of time. Flush out the stagnant water from the plumbing lines by running water through fixtures. Detailed guidance may be found at: <https://www.sfwater.org/flushingguidance>.
- Ensure that any organizations affiliated with the Higher Education Program, such as off-campus clubs, Greek organizations, etc., also follow these guidelines. Develop systems to enforce and hold affiliated organizations accountable for adhering to this guidance.

Quarantine new residents to prevent COVID-19 transmission

Higher Education Programs must have a plan in place to ensure that students and staff quarantine for 14 days if they have moved to the San Francisco Bay Area from out of town and engaged in activities that would put them at higher risk of contracting the virus that causes COVID-19.

- Higher risk activities include people interacting within 6 feet of individuals outside their household if they or those around them were not wearing face coverings at all times, especially if they were indoors; this includes travel on planes, buses, or trains when face coverings were not worn at all times by the people in these enclosed spaces.
- This quarantine requirement does not apply to students and staff who regularly commute to a Higher Education Program from places outside of San Francisco
- Review additional guidance on quarantine at <https://www.sfcddp.org/I&Q>
- Review special considerations for quarantining students in the section below Housing Under Authority of Higher Education Programs.

Strategies to prevent spread of COVID-19 in Higher Education Programs

Screen everyone entering the campus

- Ask all persons entering the building or campus about symptoms and exposure to COVID-19, including staff, students, parents/caregivers, contractors, visitors, and government officials. Emergency personnel responding to a 9-1-1 call are exempted.
 - For details about screening, refer to [COVID-19 Health Checks at Programs for Children and Youth](#) (students under 18) and [Asking COVID-19 Screening Questions at Any Business, Organization or Facility](#) (adults).
 - At this time, there is no recommendation to measure temperatures of students and staff of Higher Education Programs. Please visit <https://www.sfcddp.org/covid19> under Businesses and Employers in the “Health Screening” section for further guidance regarding measuring temperatures.
- Individuals with symptoms or exposure to COVID-19 should not be allowed on campus. Individuals with symptoms should be sent home. (See “When a staff member or student has symptoms of COVID-19”).



Staff Considerations

- Maximize the number of Personnel who work remotely from their place of residence.
- Protect staff, especially those at higher risk of severe COVID-19 illness. See sfcdcp.org/covid19hcp for a list of groups at higher risk for severe COVID-19.
 - Offer options that limit exposure risk to staff who are in groups at higher risk for severe COVID-19 illness (e.g. telework, reassignment, or modified job duties to minimize direct interaction with students and staff).
 - Prioritize portable plexiglass barriers or other partitions for staff who are in groups at higher risk of severe COVID-19 or who must interact directly with large numbers of people.
 - Consider the use of face shields, to be used **with** face coverings, for staff whose duties make it difficult to maintain 6 feet of distancing, such as clerical staff.
- Monitor staff absenteeism. Plan for staff absences of 10-14 days due to COVID-19 infection or exposure in the event that community transmission increases. Be prepared to offer distance learning to students whose instructors must stay home due to COVID-19 infection or exposure, and no other instructor is available.

Restrict non-essential visitors

- Limit, to the greatest extent permitted by law, external community members, especially with individuals who are not from the local geographic area, from entering the site and using campus resources, as the number of additional people onsite and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- Prohibit in-person college tours or open houses at this time.
- Staff should document all visitors to classes who are not regular participants. Such records will assist with contact tracing if there is a positive COVID-19 case.

Small and Stable Cohorts of Staff and Students

Keeping instructors and students in the same group lowers their exposure risk by decreasing the number of people they come into contact with each day. Smaller class sizes further reduce risk of exposures.

- Limit cross-over of students and instructors to the extent possible. Cross-over of students between cohorts is permitted to meet students' educational needs.
- Outdoor classes are limited to 14 participants, including students and instructors. Indoor classes are limited by the space required to maintain 6 feet social distancing.
- Outdoor classes must not interact with other outdoor classes or groups of people who are gathering at the same time.
- Indoor classes and programs must be scheduled to conclude in no more than two hours. Higher Education Programs must prohibit students and Personnel from congregating before and after the scheduled classes and programs.
- Limit outdoor instruction to as short a duration as possible to minimize risks of person to person transmission. Limit mixing of cohorts, including their assigned staff



- Larger gatherings of more than one cohort are currently prohibited (e.g., large assemblies, performances).
- Prevent groups participating in instruction from interacting with each other, including before and after the session.
 - Hold only one outdoor instruction at the same time unless the groups participating in different outdoor instructions will remain separate, such as by the use of physical barriers between groups.
 - Stagger class schedules for arrival/dismissal to prevent mixing of cohorts.
 - Students participating in in-person instruction are strongly encouraged to limit participation as much as possible to limit possible risks of transmission.
 - Designate specific routes for entry and exit to the campus for each cohort, using as many entrances/exits as feasible.
- Minimize movement of students through indoor hallways.
 - Stagger class change times so that only one cohort is in the hallway at any given time.
 - Consider creating one-way hallways to minimize congestion.
 - Place physical guides, such as tape, on floors and sidewalks to mark one-way routes.

Require face coverings

Face coverings keep people from spreading the infection to others, by trapping respiratory droplets before they can travel through the air.

- Require face coverings for ALL participants
 - All individuals age 10 and above must wear face masks or cloth face coverings over both their nose and mouth at all times.
 - Staff, students and visitors may not enter the building or campus unless they are wearing a face covering or have documentation of a medical contraindication to face coverings. Keep a supply of face coverings for individuals who have forgotten to bring one.
- Participants who are exempt from wearing a Face Covering under the Face Covering Order may only participate if they can wear another acceptable type of covering, such as a face shield with a drape on the bottom edge.
 - Staff or students with a documented medical contraindication to a face covering may be allowed to wear a face shield with a cloth drape on the bottom tucked into the shirt.
<https://covid19.ca.gov/masks-and-ppe/>
- Speech and language therapists and staff working with hard-of-hearing students may also use a face shield with a cloth drape tucked into the shirt, if a face covering interferes with their ability to work with students. A clear mask or clear portable barrier such as a plexiglass barrier may also be used. A barrier generally provides the best protection for both student and staff. Staff should wear a face covering at other times.
- Do not use face shields in place of face coverings in other situations. Face shields with cloth drapes tucked into the shirt may be used during outdoor instruction.



- Consider using a face shield in addition to a face mask or cloth face covering. Face shields provide additional eye protection for the wearer. When a face shield is used with a mask or face covering, a cloth drape is not needed.

Physical Spaces

Instruction Spaces

Outdoor instruction is generally safer than indoor instruction due to increased ventilation, increased opportunities for physical distancing, and increased dispersal of infectious virus. Indoor instruction involving two or more people is permitted only if remote or outdoor instruction is not possible because of the need for specialized space or equipment AND if the Higher Education Program has already received official, prior written approval for an exemption OR has completed a Prevention Plan; this includes laboratories, specialized indoor spaces such as studios and workshops. Indoor lectures remain prohibited at this time.

- Hold smaller classes in larger spaces. Limit capacity to maintain 6 feet social distancing between people.
- During outdoor instruction, the Higher Education Program may use tents or other similar outdoor shelters designed to provide shade or minimize exposure to rain or wind. Any tents or outdoor shelters require appropriate approval and permitting from the City. Such shelters:
 - may contain a roof or awning;
 - may not be enclosed – only one side may have a vertical covering;
 - the space must not be designed in any other way that would restrict normal airflow.
- Have students sit in the same seats each day if feasible. This will help make contact tracing easier if someone tests positive for COVID-19.
- Arrange seats facing in the same direction, so that students do not sit facing each other; for indoor instruction, consider rearranging indoor furniture, setting partitions between desks, and marking classroom floors, to maintain separation indoors.
- When students must sit less than 6 feet apart, consider use of privacy boards or clear screens.
- Snacks/meals should not occur during instruction as they require removal of face coverings. If participants must remove their face covering to taste food or a beverage, as might be required during a culinary class, the removal of face coverings should be as brief as possible.
- Implement procedures for turning in assignments to minimize contact, such as electronic submission of assignments.

Students and staff must wear face coverings, maintain physical distancing and stay 6 feet from each other as much as possible.

Housing under authority of a Higher Education Program

- Campus housing should prioritize those with limited housing options, including those with difficulty accessing virtual learning.



- SFDPH requires that accommodations, excluding family housing, are limited to one resident per bedroom, with a maximum of two residents per bedroom if both residents provide informed consent to sharing a bedroom.
- Individuals with high risk medical conditions must maintain single occupancy.
- A dormitory unit, or bedroom, constitutes a household unit.
- Face coverings are required by ALL when in common areas.
- When there are two residents per room, ensure at least six feet between beds, and require residents sleep in opposite directions (head to foot).
- Higher Education Programs may not discriminate against students who choose not to have a roommate, including that they may not be penalized financially.
- Moving and services for moving are considered essential activities and are permitted with usual social distancing, face covering, and hygiene precautions. Stagger move-in times to help decrease crowding during move-ins.
- Prohibit social gatherings as much as possible. SFDPH does not allow indoor gatherings of individuals from different households.
- Students who are quarantining or isolating should stay in their residence except to seek medical care. They should use a separate bathroom and not go into any public areas, take public transportation or rideshares. The Higher Education Program should plan to have food delivered to these students.
- Higher Education Programs should reserve a supply of available rooms to accommodate any needs for quarantine and isolation. A contingency plan, such as additional off-campus housing, or hotel rooms, should be established in the event those rooms are exhausted.
- Minimize the number of residents per bathroom. When shared bathrooms are used, increase the frequency of cleaning.
- Encourage residents to consistently use the same bathroom and shower facilities to contain any possible transmission to within that cohort.
- Add physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disable every other sink to create more distance.
- SFDPH has issued [guidance for congregate housing settings](#) where individuals have their own rooms or living quarters but share bathrooms or cooking areas with others who are not in their household. Student housing, such as dormitories, would be considered a type of congregate housing. Please visit <https://www.sfcddcp.org/covid19> under Congregate Living Settings.
- SFDPH has issued guidance on shared laundry facilities. Please visit <https://www.sfcddcp.org/covid19> under Cleaning Recommendations.

Other shared spaces

- Close nonessential shared spaces, such as game rooms and lounges
- Prohibit indoor group study spaces. San Francisco Health Orders do not permit indoor gatherings with people from outside one's household, which would include studying with others in an indoor



setting, such as a study hall or library. Consider outdoor study spaces, or individual study in one's residence.

- Limit occupancy of essential shared spaces, such as bathrooms, elevators, locker rooms, staff rooms and similar shared spaces to allow 6 feet of distancing. Adjacent bathroom stalls may be used. Post signs with occupancy limits.
- Add physical barriers, such as plastic flexible screens between bathroom sinks, especially when they cannot be at least six feet apart. When sinks are closer than six feet, disable every other sink to create more distance.
- At places where students congregate or wait in line, mark spots on the floor or the walls 6 feet apart to indicate where to stand.

Ventilation

Increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory virus with outdoor air. Being outside is even lower risk. Review SFPDH ventilation guidance at

<https://www.sfdcp.org/COVID-Ventilation>.

- Open windows to increase ventilation with outdoor air when health and safety allow, for example, when it does not worsen individuals' allergies or asthma. When possible, consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.
- Adjust mechanical ventilation systems to maximize fresh (outdoor) air ventilation. Minimize or eliminate return or recirculated air.
- For mechanical ventilation systems, increasing the intake of outdoor air and minimizing recirculated air should be prioritized over increasing filter efficiency during the COVID-19 pandemic.

Generally, opening windows and adjusting mechanical ventilation systems to maximize outdoor air intake will effectively increase the amount of outdoor air in an indoor space. Although increased filter efficiency may be desirable for other reasons, such as improving indoor air quality near freeways or during wildfires, it is less important than maximizing outdoor air intake for COVID-19. Improving filter efficiency may require significant upgrades to the mechanical ventilation system. Portable air cleaners may be considered, but must be sized and positioned appropriately for the specific space.

Hygiene and Cleaning

Handwashing

Frequent handwashing and hand sanitizer use removes COVID-19 germs from people's hands before they can infect themselves by touching their eyes, nose or mouth.

- Develop routines and schedules for all staff and students to wash or sanitize their hands at staggered intervals, especially before and after eating, upon entering/re-entering a classroom, and before and after touching shared equipment such as computer keyboards.
- Every classroom/instructional space and common area (staff work rooms, eating areas) should have hand sanitizer or a place to wash hands upon entering.



- Establish procedures to ensure that sinks and handwashing stations do not run out of soap or paper towels, and that hand sanitizer does not run out.
- Post signs encouraging hand hygiene. A hand hygiene sign in multiple languages is available for download at <https://eziz.org/assets/docs/IMM-825.pdf>.

Limit sharing

- Consider suspending or modifying use of site resources that necessitate sharing or touching items.
- Suspend use of drinking fountains and instead encourage the use of water refilling stations and reusable water bottles.
- Limit sharing of art supplies, lab supplies, and other high-touch materials as much as possible. If feasible, have a separate set of supplies for each student.
- Avoid sharing electronic devices, sports equipment, clothing, books, games and learning aids when feasible. Clean and disinfect shared supplies and equipment between students.

Cleaning and Disinfection

Many household disinfectants are effective against COVID-19. Refer to [EPA's List N](#) for EPA-approved disinfectants effective against COVID-19.

- Clean and disinfect frequently touched surfaces at least daily. Routine cleaning focuses on frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets and faucets.
- Encourage students, faculty, and staff to keep their personal items (e.g., cell phones, other electronics) and personal work and living spaces clean. Encourage students, faculty, and staff to use disinfectant wipes to wipe down shared desks, lab equipment, and other shared objects and surfaces before use.
- Cleaning after a suspected or known case of COVID-19 **uses the same cleaning agents and disinfectants** as for routine cleaning, but also includes the following steps:
 - Open windows and use fans to increase outdoor air circulation in the areas to be cleaned.
 - Wait 24 hours, or as long as practical, before cleaning and disinfection. CDPH recommends waiting at least 1 hour.¹
 - Clean and disinfect all surfaces in the areas used by the ill person, including electronic equipment like tablets, touch screens, keyboards, and remote controls. Vacuum the space if needed.
- For details, refer to CDC guidelines on "[Cleaning and Disinfecting Your Facility](#)" and [CDC guidelines for cleaning schools and community facilities](#)

¹ CDPH Outpatient Healthcare Facility Infection Control Recommendations for Suspect COVID-19 Patients
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/OutpatientHealthcareFacilityInfectionControlRecommendationsforSuspectCOVID19Patients.aspx>



Specific situations

Consider regularly visiting <https://www.sfchcp.org/covid19> as updated content is frequently added. Relevant content for Higher Education Programs may include guidance on food facilities and food delivery workers, faith based gatherings, social interactions, transport vehicles, persons experiencing homelessness, and reopening guidance for certain business sectors, such as retail and office facilities. While in-person instructional activities may not necessarily be permitted at a Higher Education Program, other in-person functions at the Higher Education Program may be permitted as an essential business.

Transportation

Since vehicles are small enclosed spaces that do not allow physical distancing, they can be settings with higher risk of COVID-19 transmission. Biking and walking are lower risk than shared vehicles.

- If transport vehicles (e.g., buses) are used by the Higher Education Program, drivers should practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). To clean and disinfect Higher Education Program buses, vans, or other vehicles, see guidance for bus transit operators. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Higher Education Program Vehicles
 - Drivers and passengers must wear face coverings over their nose and mouth, unless a student has a documented medical or behavioral contraindication. Drivers should carry a supply of face coverings in case a passenger forgets theirs.
 - Passengers must sit at least 6 feet away from the driver.
 - Maximize space between passengers.
 - Keep vehicle windows open when weather and safety permit.
 - Buses should be cleaned and disinfected daily. Drivers should be provided disinfectant wipes and disposable gloves to wipe down frequently touched surfaces. Buses should be cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
- Public transportation: Wear face coverings, maintain at least 6 feet physical distancing as much as possible, and practice hand hygiene upon arrival.
- Carpools and shared rides: Advise staff and families to carpool with the same stable group of people. Open windows and maximize outdoor air circulation when feasible. Everyone in the vehicle should wear a face covering.

Libraries

- San Francisco Health Order permits libraries to open only for curbside/outside pickup and drop off of items.
- Staff and patrons must wear face coverings, and maintain at least 6 feet physical distancing except for brief interactions.
- Libraries cannot be used for indoor gatherings, including study spaces.



Food Service and Dining Halls

Eating together is especially high risk for COVID-19 transmission because people must remove their masks to eat and drink. People often touch their mouths with their hands when eating. In addition, meals are usually considered time for talking together, which further increases risk, especially if students must speak loudly to be heard.

- Review and comply with existing SFDPH guidance on eating establishments. Ensure that individuals undergoing isolation and quarantine are able to receive food in their housing units.
- SFDPH has issued [guidance for congregate housing settings](#) where individuals have their own rooms or living quarters but share cooking and dining areas with others who are not in their household. Student housing and dining areas, such as dormitories and dining halls, are considered congregate housing.
- SFDPH has also issued guidance for food facilities, outdoor dining, and food delivery. Please visit <https://www.sfdcp.org/covid19> under Food Facilities and Food Delivery Workers.
- Eat meals outdoors instead of using cafeterias or dining rooms, when feasible. Use individually plated or bagged meals. Do not use shared tables or self-service buffets.
 - Eating outdoors is safer than eating indoors. Outdoor eating areas may be covered (e.g. with an awning), as long as no more than one side is closed, allowing sufficient air movement. Mark places 6 feet apart for sitting.
- Make sure that students and staff wash their hands or use hand sanitizer immediately before and after eating.
- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Individuals should wash their hands before putting on and after removing their gloves, and after directly handling used food service items.
- Be especially vigilant about staying 6 feet away when eating. If eating indoors, make sure that individuals are spaced as far apart as possible.

Student Health Facilities

Review and comply with existing SFDPH guidance on ambulatory care services. Effective June 16, 2020, under [Health Directive 2020-20](#), ambulatory care providers, including Counseling and Healing Arts, are allowed to conduct in-person, routine visits, subject to the provisions in the directive. Providers of ambulatory care services, including counseling and other healing arts, please:

- Regularly review changes to the Stay Safer at Home Order and directives at www.sfdph.org/healthorders and www.sfdph.org/directives
- Carefully review and follow [Health Officer Directive 2020-20 \(Ambulatory Care, Counseling, and Healing Arts\)](#), to determine how your profession is affected, and what are the required best practices for providing care in-person.
- Review [“Health Advisory: Required Best Practices for Reopening Ambulatory Care, Including Counseling and Other Healing Arts.”](#)

SFDPH also has guidance specifically for [healthcare providers related to COVID-19 in San Francisco](#).



Staff Offices/Break Rooms

Staff often do not view themselves and colleagues as sources of infection, and may forget to take precautions with co-workers, especially during social interactions such as breaks or lunch time, in the copy room, when checking mailboxes, etc.

- Set up staff workspaces so that staff do not work within 6 feet of each other.
- Consider virtual meetings using video conferencing apps for staff meetings, even if all staff are on campus.
- Post signage reminding staff to stay 6 feet apart, keep their facemasks on unless eating, wash their hands before and after eating, and disinfect their area after using it.
- Discourage staff from eating together, especially indoors. Consider creating a private outdoor area for staff to eat and take breaks.
- Open windows and doors to maximize ventilation, when feasible, especially if staff are eating or if the room is near maximum occupancy.

Group Singing/Chorus, Musical Instruments

- Avoid group singing. Suspend choir and wind instruments (band). These activities are higher risk for COVID-19 transmission due to the larger numbers of respiratory droplets produced. Percussion and string instruments are allowed. Indoor instruction (involving two or more people) must not include any singing, chanting, or wind instruments of any kind.
- Individual (no other student or instructor present) singing and use of musical instruments may be permitted in specialized indoor settings if available. See above section on “Which programs can offer in-person instruction?” for further details.

Collegiate Athletics and Fitness Activities

Exercising is an area of higher risk for transmission due to the potential for close contact and increased breathing. Collegiate athletics will require special consideration. Please see the state’s guidance regarding collegiate athletics at <https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>

- Review and comply with existing SFPD guidance on indoor gyms and fitness groups. Please visit <https://www.sfdcp.org/covid19> under Businesses and Employers for the guidance “Gyms and Fitness Groups.”
- Contact sports involving adults from separate households on a recreational basis is not permitted
- Higher Education Programs wanting to resume collegiate athletics programs, as well as organized practices, games, or tournaments in San Francisco are required to seek prior written authorization from SFPD. For further information on the authorization process, please review www.sfdph.org/directives.

Students receiving special services

Additional accommodations may be needed for students to safely attend class. For example, a student who cannot tolerate a face covering due to a medical or developmental condition may need a desk with clear screens or privacy barriers.



When a staff member or student has symptoms of COVID-19

- Identify isolation rooms for individuals with symptoms of COVID-19, and refer to the Higher Education Program's procedures for handling ill persons with symptoms of possible COVID-19.
- Staff who become ill while at a Higher Education Program must notify their supervisor and leave work as soon as feasible. Staff should be encouraged to get tested as soon as possible.
- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.
- Students with symptoms must be sent home. Students must be encouraged to get tested as soon as possible.
- Find alternative locations for classes whose regular classroom is being cleaned or disinfected.

When a staff member or student tests positive for COVID-19

Contact the **SFDPH Schools and Childcare Hub** as soon as possible.

Call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, or email Schools-childcaresites@sfdph.org

- SFDPH will provide consultation and guidance to help Higher Education Programs take initial steps to identify individuals who had close contact with the person with COVID-19. Exposed individuals should be notified, know how to get tested, and understand when they can return to the Higher Education Program, usually 14 days after the exposure.
- Notify all staff, families, and students that an individual in the Higher Education Program has had confirmed COVID-19. Do not disclose the identity of the person, as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.
- SFDPH will help the Higher Education Program determine if the classroom, cohort, or institution needs to be closed. Higher Education Programs with smaller and more contained cohorts are less likely to require institution-wide closure. If there are several cases in multiple cohorts or if a significant portion of students and staff are affected, then institution-wide closure may be required.
- Review the SFDPH guidance document [What to do if Someone at the Workplace Has COVID-19](#).
- Review the SFDPH guidance documents "Isolation and Quarantine Guidance: Guidelines for Home Isolation and Quarantine" and "San Francisco Public Health Emergency Isolation & Quarantine Directives Frequently Asked Questions for the Public" at <https://www.sfdcp.org/I&Q>
- Students and staff cannot return to Higher Education Program until they met the criteria depending on their age group:
 - Students 18 and over: [Interim Guidance: Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19](#).
 - Students under 18: "[COVID-19 Health Checks at Programs for Children and Youth](#)"



Resources

San Francisco Department of Public Health (SFDPH)

- **SFDPH** Schools and Childcare Hub for COVID-19 consultation and guidance (415) 554-2830. Press 1 for COVID-19, then press 6 for Schools
Schools-childcaresites@sfdph.org
- COVID-19 guidance for the public, including schools and employers <https://www.sfdcdp.org/covid19>
 - [Safer Social Interactions During COVID-19](#)
 - [Businesses and Employers](#)
 - [If Someone at the Workplace Tests Positive for COVID-19](#)
 - [Isolation and Quarantine](#)
 - [Ending Home Isolation and/or Returning to Work](#)
 - [Reopening Guidance for Businesses and Employers](#)
 - [Congregate Living Settings](#)
 - [Food Facilities and Food Delivery Workers](#)
 - [Testing in San Francisco](#)
- [Orders](#) and [Directives](#) Issued by the San Francisco Health Officer Relevant to COVID-19
- [Outreach Toolkit for Coronavirus](#). Posters and flyers on physical distancing, hand hygiene, face masks, health screenings, getting tested, and other COVID-19 topics

California Department of Public Health (CDPH)

- [“COVID-19 Industry Guidance: Institutions of Higher Education”](#)

Centers for Disease Control and Prevention (CDC)

- [Guidance for Colleges, Universities and Higher Learning](#)
- [Cleaning and Disinfection for Community Facilities](#)