



Consistent with the State’s Framework for a Safer Economy, San Francisco is allowing certain businesses and other activities to reopen or expand starting March 24, 2021. The decisions to reopen balance the public health risks of COVID-19 transmission with the public health risks of economic and mental health stress.

Even though COVID-19 case rates have come down significantly, and more people are vaccinated, there remains a risk that people who you come into contact with when you are outside your Residence may have COVID-19. Most COVID-19 infections are caused by people who have no symptoms of illness. Due to limited supply of vaccine, only a minority of San Franciscans are fully vaccinated. We also have confirmed there are new, more contagious virus variants in the San Francisco Bay Area and that some of these variants are more likely to cause serious illness and death in unvaccinated people.

The opening or expansion 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 to make these activities and sectors safer for workers and the public. But reopening and expansion 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 wearing Face Coverings and following Social Distancing Requirements and all other safety protocols.

People at risk for severe illness with COVID-19—such as unvaccinated older adults, and unvaccinated individuals with health risks—and members of their household are urged to defer participating at this time in activities with other people outside their household where taking protective measures of wearing face masks and social distancing may be difficult, especially indoors or in crowded spaces.

**DIRECTIVE OF THE HEALTH OFFICER No. 2020-07d**

**DIRECTIVE OF THE HEALTH OFFICER OF  
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST  
PRACTICES FOR PHARMACIES, FARMERS’ MARKETS AND STANDS, GROCERS  
AND OTHER SELLERS OF UNPREPARED FOODS AND HOUSEHOLD CONSUMER  
PRODUCTS, AND HARDWARE STORES**

**(PUBLIC HEALTH DIRECTIVE)**  
DATE OF DIRECTIVE: March 23, 2021

**By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that certain Essential Retail Businesses providing goods and services 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 Section 4.e of Health Officer Order No. C19-07u, including as it may be revised or amended in the future, (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 March 24, 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.**



**Health Officer Directive No. 2020-07d**

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, their families, and the community.

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

- 1. This Directive applies to all owners, operators, managers, or supervisors of any Essential Businesses that the Stay-Safer-At-Home Order permits to be open to the public in the City and County of San Francisco (the “City”) and that consist of any of the following:**
  - (a) a pharmacy as described in subsection 8.g of the Stay-Safer-At-Home Order (each a “Pharmacy”);**
  - (b) a certified farmers’ market or farm or produce stand as described in subsection 8.a.ii of the Stay-Safer-At-Home Order (each a “Farmers’ Market”);**
  - (c) any other facility or store that, as described in subsection 8.a.ii of the Stay-Safer-At-Home Order, is engaged in the retail sale of unprepared foods, canned foods, dry goods, non-alcoholic beverages, fresh fruits and vegetables, pet supplies, fresh meats, fish, and poultry, as well as hygienic products and household consumer products necessary for personal hygiene or the habitability, sanitation, or operation of residences (each a “Grocery Market”); or**
  - (d) a hardware store as described in subsection 8.a.xi of the Stay-Safer-At-Home Order (a “Hardware Store” and, with Pharmacies, Farmers’ Markets, Grocery Market, and Hardware Stores, “Essential Retail Businesses”).**
- 2. Attached as Exhibit A to this Directive is a list of best practices that apply to Essential Retail Businesses (the “Best Practices”). Each Essential Retail Business must comply with all of the relevant requirements listed in the Best Practices.**
- 3. Each Essential Retail Business 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 B.**
- 4. Guidance from the Department of Public Health related to businesses offering in-store retail shopping or curbside pickup is attached to this Directive as Exhibit C, and available at <https://www.sfdph.org/directives>.**
- 5. If an aspect, service, or operation of the Essential Retail Business is also covered by another Health Officer directive (all of which are available at [www.sfdph.org/directives](https://www.sfdph.org/directives)), then the Essential Retail Business must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.**



**Health Officer Directive No. 2020-07d**

Each Essential Retail Business must (a) make the Health and Safety Plan available to customers or 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 Essential Retail Business must provide a copy of the Health and Safety Plan and evidence of its implementation to any authority enforcing this Directive upon demand.

6. Each Essential Retail Business subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Essential Retail Business's on-site Personnel. If any Essential Retail Business is unable to provide these required items to on-site Personnel or otherwise fails to comply with required Guidance, then it must cease operating until it can fully comply and demonstrate its strict compliance. Further, as to any non-compliant operation, any such Essential Retail Business is subject to immediate closure and the fines and other legal remedies described below, as a violation of the Stay-Safer-At-Home Order.
7. For purposes of this Directive, "Personnel" includes all of the following people who provide goods or services associated with the Essential Retail Businesses in San Francisco: employees; contractors and sub-contractors (such as those who sell goods or perform services onsite or who deliver goods for the business); vendors who are permitted to sell goods onsite; volunteers; and other individuals who regularly provide services onsite at the request of the Essential Retail Business. "Personnel" includes "gig workers" who perform work via the business's app or other online interface, if any.
8. This Directive 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. All Essential Retail Businesses 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/healthorders](http://www.sfdph.org/healthorders); [www.sfdph.org/directives](http://www.sfdph.org/directives)) regularly.
9. Essential Retail Businesses must prepare, post, and implement a Social Distancing Protocol substantially in the form of Appendix A to the Stay-Safer-At-Home Order, as provided under applicable provisions of the Stay-Safer-At-Home Order. The Essential Retail Business must follow those 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



**City and County of  
San Francisco**

**Department of Public Health  
Health Officer Directive**

**Health Officer Directive No. 2020-07d**

**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", written over a horizontal line.

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

Date: March 23, 2020



**Exhibit A to Health Officer Directive No. 2020-07d (issued 3/23/2021)**

**Best Practices for Essential Retail Businesses**

**In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07u (the “Stay-Safer-At-Home Order”), each Pharmacy, Grocery Market, Farmers’ Market, or Hardware Store (each referred to herein as an “Essential Retail Business” and, collectively, “Essential Retail Businesses”) 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 B, below.**

**Requirements:**

***1. Section 1 – General Requirements for All Essential Retail Businesses:***

- 1.1.*** To minimize the number of customers entering the facility, Essential Retail Businesses that are open for in-store operations are strongly encouraged to offer alternatives to in-store shopping. For example, Essential Retail Businesses should consider offering or enhancing policies permitting outdoor curbside pickup and drop-off of goods, scheduling of appointments, delivery, and e-commerce.
- 1.2.*** All Essential Retail Businesses must adjust their occupancy to limit the number of people (excluding Personnel) in the business at any one time to the **lesser** of: (1) 50% the facility’s maximum occupancy limit or (2) the number of people who can maintain at least six feet of physical distance from each other in the business at all times.
- 1.3.*** Essential Retail Businesses are strongly encouraged to set aside special hours of operation for seniors and others with chronic conditions or compromised immune systems at the start of the day right after the store has been sanitized.
- 1.4.*** Develop and implement written procedures to “meter” or track the number of persons entering and exiting the facility to ensure that the maximum capacity for the establishment is not exceeded. For example, an employee of the establishment may be posted at each entrance to the facility to perform this function. The establishment must provide a copy of its written “metering” procedures to an enforcement officer upon request and disclose the number of members of the public currently present in the facility.
- 1.5.*** Limit the number of customers waiting in line to enter the Essential Retail Business at any one time to a number that allows for customers and Personnel to easily maintain at least six feet of distance from one another and allows sufficient sidewalk space to allow safe pedestrian right-of-way at all times.
- 1.6.*** Make any necessary adjustments to the layout of the Essential Retail Business to allow for proper social distancing. At a minimum, Essential Retail Businesses must:
  - 1.6.1.*** Establish designated areas/lines with markings on the ground to indicate 6-foot distancing for customers;
  - 1.6.2.*** Create directional paths of travel where feasible (e.g. separate entrance and exit for patrons, lines for restrooms); and



## City and County of San Francisco

## Department of Public Health Health Officer Directive

- 1.6.3.** Remove or close customer seating areas including tables and chairs inside the facility or location (except as relates to waiting for Pharmacy services, addressed in more detail below).
- 1.7.** All Essential Retail Businesses must comply with the ventilation protocols at Section 4.i of the Stay-Safer-At-Home Order. Review SFDPH’s guidance for improved ventilation available at: <https://www.sfdcp.org/COVID-ventilation>.
- 1.8.** Add all COVID-19 related signage to the Essential Retail Business as required by Sections 4.g and 4.h of the Stay-Safer-At-Home Order. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
- 1.9.** Develop a plan and implement daily COVID-19 symptom self-verifications for all Personnel reporting to work as required by the Social Distancing Protocol (contained in Health Officer No. C19-07u issued on March 24, 2021 and any future amendment to that order) (the “Social Distancing Protocol”).
- 1.10.** Establish a plan and implement a daily screening protocol using the standard screening questions attached to the Order as Appendix A and Attachments A-1 (the “Screening Handout”) for all Personnel arriving at the business. The plan must include a protocol for screening Personnel, contractors, and vendors for symptoms and exposure to COVID-19. A copy of the Screening Handout should be provided to anyone on request. A poster or other large-format version of the Screening Handout may be used to review the questions verbally. Any person who answers “yes” to any screening question is at risk of having the SARS-CoV-2 virus, must be prohibited from entering the business, and should be referred for appropriate support as outlined in the Screening Handout.
- 1.11.** Establish a protocol and train Personnel to routinely and safely clean the facility in a manner that complies with the requirements contained in the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07u (the “Stay-Safer-At-Home Order”).
- 1.12.** Require all Personnel to wear Face Coverings as provided in Health Officer Order No. C19-12, and any future amendment to that order (the “Face Covering Order”), wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
- 1.13.** Advise customers that they must comply with the Face Covering Order. Essential Retail Businesses are strongly encouraged to assign Personnel to monitor the entrance to the business and remind customers to comply with Face Covering and social distancing requirements.
- 1.14.** Establish procedures for safe handling of returned merchandise . There is no requirement that returned items be sanitized or quarantined.
- 1.15.** Provide customers with access to hand sanitizer, such as near entrances and exits and at the register or other point-of-sale locations. Provide signage in the store encouraging customers to use hand sanitizer before touching merchandise.
- 1.16.** Personnel must regularly clean and disinfect high-touch surfaces at least daily or more frequently if required by industry standards , including but not limited to: shopping carts and baskets; countertops, food/item display cases, bulk food containers, refrigerator and freezer case doors, drawers with tools or hardware, and check-out areas; cash registers, payment equipment, and self-check-out kiosks; door handles; tools and equipment used



by Personnel during a shift; and any inventory-tracking or delivery-tracking equipment or devices which require handling throughout a work shift. These items should be disinfected using products on the EPA-approved “N” list, which can be found online here: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Personnel are not required to clean and disinfect surfaces after each individual customer touches a surface unless the patron appears symptomatic or there is visible contamination with nasal or oral secretions.

- 1.17.** Provide hand sanitizer to all Personnel who shop, deliver, or drive for use when they are shopping, delivering, or driving. If sanitizer cannot be obtained, a handwashing station with soap, water, and paper towels will suffice for Personnel who are on-site at the Essential Retail Business’s location. But for Personnel who shop, deliver, or drive in relation to their work, the Essential Retail Business must provide hand sanitizer effective against COVID-19 at all times; for any period during which the Essential Business does not provide sanitizer to such shopping, delivery, or driving Personnel, the Essential Business is not allowed for that aspect of its service to operate in the City. Information on hand sanitizer, including sanitizer effective against COVID-19 and how to obtain sanitizer, is available online from the Food and Drug Administration here: <https://www.fda.gov/drugs/information-drug-class/qa-consumers-hand-sanitizers-and-covid-19>.
- 1.18.** Provide disinfecting wipes that are effective against COVID-19 near shopping carts and shopping baskets.
- 1.19.** Establish adequate time in the work day to allow for proper cleaning and disinfecting throughout the facility or location by Personnel.
- 1.20.** Prohibit customers from eating and drinking in the store. Post signage at the entrance and, as necessary, throughout the Essential Retail Business, notifying customers that eating or drinking on the premises is prohibited.
- 1.21.** Suspend use of drinking fountains.
- 1.22.** Essential Retail Businesses may not offer samples products to be eaten on the premises. Samples may only be distributed if the Essential Retail Business takes steps to ensure customers do not consume them onsite, including notifying customers that they may not eat while they remain at the Essential Retail Business. For example, the samples may be provided at the door as a customer exits the premises, or in sealed packaging that discourages immediate consumption.
- 1.23.** Essential Retail Businesses must establish a training procedure for Personnel to educate them about cleaning and social distancing requirements. Essential Retail Businesses are highly encouraged to provide Personnel with training on de-escalation techniques for addressing customers to refuse to comply with the Social Distancing Protocol or Face Covering Order.
- 1.24.** When possible, provide a barrier between the customer and the cashier such as a plexi-glass temporary barrier. When not possible, create sufficient space to enable the customer to stand more than six feet away from the cashier while items are being scanned/tallied and bagged.
- 1.25.** Provide for contactless payment systems or, if not feasible, sanitize payment systems, including touch screens, payment portals, pens, and styluses, after each customer use.



## City and County of San Francisco

## Department of Public Health Health Officer Directive

Customers may pay with cash but to further limit person-to-person contact, Personnel should encourage customers to use credit, debit, or gift cards for payment.

- 1.26. To the extent permitted by the State, Essential Retail Businesses may, but are not required, to permit customers use their own reusable bags, mugs, cups, or other similar re-fillable food containers brought from home. Customers must be permitted to use push carts to help them carry or transport items as well as wheelchairs, canes, or other mobility assistance devices.
- 1.27. For items that sell out quickly, place per-person limits on items and space out restocking during the day to reduce crowds and lines.
- 1.28. Have Personnel monitor compliance by third-party commercial shopping services with the Social Distancing Protocol and the Health and Safety Plan. Non-compliant third-party commercial shoppers should be warned about violations and, if they persist, escorted off premises without being able to complete their shopping. The facility or location should also provide feedback to the third-party commercial shopping service about repeated non-compliance and notify the Department of Public Health. It is important that third-party commercial shopping services do not overwhelm other customers who are shopping. Violations may be reported online at: <https://sf.gov/report-health-order-violation>. Ensure that any shopping service run by the facility or location itself follows these rules and does not overwhelm other customers who are shopping.

### 2. Section 2: Additional Requirements for Pharmacies (applies to each Pharmacy or Grocery Store if it contains a Pharmacy):

- 2.1. If the Pharmacy offers a delivery service for medications or over the counter healthcare supplies, then the Pharmacy must have a sign posted reminding customers of that service and encouraging its use.
- 2.2. The Pharmacy should encourage customers to submit orders and payment in advance by phone or online.
- 2.3. If the Pharmacy has a waiting area, ensure that chairs are not close together or mark chairs that are not to be used in order to ensure social distancing of at least six feet between chairs. All such seating areas must be sanitized as high-touch surfaces as outlined in Section 2, above.
- 2.4. Discontinue the use of magazines and other shared items in waiting areas.
- 2.5. Discontinue the use of self-serve blood pressure or other diagnostic equipment.
- 2.6. Ensure that waiting lines and interactions with pharmacy technicians and cashiers comply with the requirements for lines and interactions with staff listed in Section 1, above.
- 2.7. Personnel should avoid handling customer insurance cards when possible. Instead, the Pharmacy should encourage a customer submit card information online or via an app if possible or read aloud the information to the pharmacy technician/cashier (in a manner that minimizes the ability of other customers to overhear).



- 3. Section 3 – Food Handling Requirements for Prepared Food and Produce** (applies to all Essential Retail Businesses that offer prepared foods, produce, or bulk items):
- 3.1.** Provide gloves for all Personnel handling food. Provide training for Personnel on glove use, including how to properly put on (after handwashing) and take off gloves and when to replace gloves when they are soiled or damaged. Single use gloves should be used for only one task and should be discarded when damaged, soiled or when food handling is interrupted. All existing industry rules and regulations regarding use of gloves must also be followed.
  - 3.2.** Except as set forth below, prevent customers from self-serving any food-related items that are not pre-packaged, including at hot bars, cold bars, salad bars, beverage stations, and buffets. Lids for cups and containers must be placed on the food items by staff or offered individually to the customer and must not be available to customers for self-service.
  - 3.3.** Businesses may, but are not required to, permit customers to self-serve bulk food items, such as dry goods, spices, and no-touch liquids. Businesses must not allow self-serve bulk-items unless they can comply with all of the following requirements:
    - 3.3.1.** Customers must be instructed through signage in the area with bulk food products of at least the following information. The County is making available templates for the signage available online at <https://sf.gov/outreach-toolkit-coronavirus-covid-19>.
      - 3.3.1.1.** Customers must sanitize their hands prior to touching any bulk food container.
      - 3.3.1.2.** Customers must maintain at least six feet of distance from others at all times while shopping.
      - 3.3.1.3.** Customers are required to keep their Face Covering on at all times.
    - 3.3.2.** The business must provide hand sanitizer for customers to use in any area where bulk food items are available. Customers must use hand sanitizer prior to touching any bulk food items, containers, or serving utensils.
    - 3.3.3.** Businesses are encouraged to take all other reasonable steps to protect Personnel and customers, including providing disposable serving scoops or other utensils and sanitizing high-touch areas more frequently or between each use.
  - 3.4.** Instruct customers to avoid handling produce without purchase of the produce handled. Customers must be prohibited from sampling or smelling items they do not intend to purchase. Post signage above produce reminding customers to not touch items they are not buying.
  - 3.5.** All prepared foods must be sold to go/for consumption off-site and not for consumption at the location.
  - 3.6.** All prepared food must be prepared at a food facility that is permitted and inspected by the San Francisco Department of Public Health, or if not by the San Francisco Department of Public Health, then by either the California Department of Public Health or another jurisdiction's local Environmental Health department pursuant to California Retail Food Code requirements.



**4. Section 4 – Additional Requirements for Farmers’ Markets** (applies to each Farmers’ Market):

- 4.1.** Notify Farmers’ Market vendors to not attend the market if they are sick. The cancellation charge must be temporarily waived for vendors not attending because of illness.
- 4.2.** Require vendors to bring and use a personal handwashing station if a common handwashing area is not readily available. An instruction guide on how to create a handwashing station is available online at <https://www.sfdph.org/dph/EH/Food/Handwash.asp>.
- 4.3.** Vendors must, between deliveries and at the beginning and end of the market shift, clean and sanitize high-touch surfaces as well as surfaces within the vendor’s vehicle(s) that come into contact with bags, containers, or bins used to secure the food during transport or that are high-touch.
- 4.4.** Limit the number of customers in the vendor stall at any one time to a number that allows for customers and Personnel to easily maintain at least six-foot distance from one another at all practicable times, and create a physical buffer (e.g., with tables or tape) to increase space between employees and customers.
- 4.5.** Assign Personnel to ensure that the customers refrain from entering the stall to maintain at least six-foot distance from one another at all practicable times.
- 4.6.** The Farmers’ Market must utilize security or other Personnel to ensure social distancing of patrons and compliance with other requirements.
- 4.7.** Place vendor stalls at least 12 feet apart to maintain the ability to keep Personnel and customers at least six feet apart, including when in line. Place barriers around the stalls so that customers can only gain access to the stall from the front of the stall and not from the back or sides of the stalls.
- 4.8.** If practical, separate order areas from delivery areas to prevent customers from gathering.
- 4.9.** Pre-bag popular items/quantities to reduce crowds and lines.
- 4.10.** Have the vendor select and bag items for customers to avoid permitting customers to touch items.
- 4.11.** If practical, have one person provide food items and a separate person handle payment to avoid unnecessary contact with produce or other food items.

**5. Section 5 – Additional Requirements For Curbside Drop-off and Pickup:**

- 5.1.** If possible, provide a specified delivery location and contact method to allow for delivery without direct interaction, except as necessary to accept payment. When possible, provide options to accept payment through contactless technologies, in advance via phone, an app, or the internet, or verbally (such as reading a credit card number and required information).
- 5.2.** When necessary for the curbside drop-off or pickup processes, modify or eliminate (if possible) customer signature-capture procedures so Personnel may maintain a safe, appropriate distance.



- 5.3. If there is a drop-off or pick-up area of sufficient size and that is safe (*e.g.*, an open parking lot), the curbside transaction should occur without the customer exiting their motor vehicle if they are parked in the parking lot.
- 5.4. Limit the number of customers waiting in line for curbside drop-off or pickup at any one time to a number that allows for customers and Personnel to easily maintain at least six foot distance from one another and allows sufficient sidewalk space to allow safe pedestrian right-of-way at all times. One possible way to ensure this is to offer time windows during which customers may schedule time to drop off or pick up items to disperse customer traffic throughout the day.
- 5.5. Create a drop-off/pick-up plan that will reduce customer and Personnel exposure to traffic and bike lanes, minimize blocking visibility of other travelers (whether vehicle, pedestrian, or bicyclist), minimize or eliminate potential blockages of passageways, including ADA-compliant public access to sidewalks, and eliminating the overlap of lines outside the facility with lines from other neighboring stores or businesses. For example, the plan must ensure that customers are not encouraged to block traffic or bike lanes, for example, even if briefly, and it must limit the number of customers who may stand in line in order not to overlap with the line of a neighboring retail business.



**Health Officer Directive No. 2020-07d (Exhibit B)**  
**Health and Safety Plan (issued 3/23/2021)**

Each Essential Retail Business must complete, post onsite, 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.)*

- Essential Retail Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-07, available at [www.sfdph.org/directives](http://www.sfdph.org/directives).
- Reviewed and implemented applicable guidance regarding ventilation for all indoor areas.
- Added all required signage to entrances and employee break rooms.
- Developed a plan and implemented daily COVID-19 symptom verifications for all Personnel working onsite in the County.
- Developed and implemented a COVID-19 screening procedure for all persons arriving at the business.
- Developed and implemented a plan to promote healthy hygiene practices.
- Developed and implemented a plan for routine, safe cleaning of spaces controlled by the Essential Retail Business.
- Reviewed and implemented all industry-specific guidance in the Directive and, where applicable, other applicable directives.

**Additional Measures**

Explain:





## **Tips for Retail Businesses Offering Curbside or In-Store Shopping or Services During COVID-19**

**Updated March 23, 2021**

**AUDIENCE:** Businesses that offer in-store/curbside retail, services, and outdoor equipment rental during the COVID-19 pandemic. “Business” includes many types of organizations, such as nonprofit organizations, employers, community-based organizations and others. “Personnel” includes employees, contract workers, gig-workers, volunteers and others.

Curbside Retail is the provision of items to customers who do not enter your facility. Curbside Retail includes Personnel delivering items to a customer in a parked car or truck, or to a customer on a parked bicycle, scooter or motorcycle. The customer stays with their vehicle in a parking lot or legal parking space. Personnel can also deliver items to a customer who comes to your location on foot.

### **Summary of revisions since previous versions**

- Refer to the [Business Capacities and Activities Table \(BCAT\)](#) for all current restrictions, limitations and suspensions.
- Includes information about CA Notify and a recommendation to get a COVID-19 vaccination when it becomes available.
- New or revised information on ventilation, mandatory metering and signage.

## COVID-19 Information

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 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), however this is less common.

### **COVID-19 Prevention**

- [Wash your hands often with soap and water.](#) If soap and water are not available, use a hand sanitizer that contains at least 60% ethanol or 70 % isopropanol.



- [Avoid Close Contact](#). To the greatest extent, maintain at least six feet of social distancing between yourself and the people who don't live in your Household.
- [Wear a Face Covering](#). Cover your mouth and nose with a Face Covering in public settings and when around people who don't live in your Household.
- [Routinely clean and disinfect](#) frequently touched surfaces.
- [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.

### Indoor Risk

Scientists agree that the risk of transmitting COVID-19 is generally much greater indoors than outdoors. Consider the increased risk to yourself and your community while planning activities and dining. Any increase in the number of people indoors or the length of time spent indoors increases risk. Small rooms, narrow hallways, small elevators, and weak ventilation all increase indoor risk. Each activity that can be done outdoors, remotely, or by teleconference reduces risk. More detail can be found at [www.sfcddp.org/indoorkick](http://www.sfcddp.org/indoorkick)

### The Role of Ventilation

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.

Whenever you are in a room or space that has been shared or is shared with people from outside your household assure yourself that there is good ventilation and that doors and windows are open, if possible.

### COVID-19 vaccine is here

The vaccine is one of the most important ways to end the pandemic. The FDA, CDC, and California's own Scientific Safety Review Workgroup have reviewed data from clinical trials to ensure the safety and effectiveness of COVID-19 vaccines. **We strongly encourage all persons to get vaccinated.** The first vaccines approved in the US are about 95% effective in preventing sickness from COVID-19, however we do not know how well they prevent infections that do not cause symptoms. This means that we do not know how common it is for a person who got the vaccine to carry the virus and transmit to others, including [those who have increased risk for severe illness or death](#). 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: wear a mask that covers your mouth and nose when outside your home, avoid get-togethers/gatherings, avoid being indoors with people you don't live with, stay at least 6 feet away from others, and wash your hands after touching shared objects or after touching your face. Find out more about the vaccine, including where and when to get it at: [sf.gov/covidvax](http://sf.gov/covidvax)

If you have received the COVID-19 vaccine, please read more about whether you need to quarantine at: [www.sfcddp.org/quarantineaftervaccination](http://www.sfcddp.org/quarantineaftervaccination).

If you have received the COVID-19 vaccine, please read more about safer social interactions at: [www.sfcddp.org/lifeaftervaccine](http://www.sfcddp.org/lifeaftervaccine)



## General Information and Requirements for Retail

### Create Required Plans and Protocols and Post Required Signage

All required signage with approved language is available at [sf.gov/outreach-toolkit-coronavirus-covid-19](https://sf.gov/outreach-toolkit-coronavirus-covid-19).

The following must be available for all personnel and posted at the entrance or elsewhere on the business site.

- Fill out and post the [Health and Safety Plan](#) template for Directive 2020-17. If other [Directives](#) apply to your business, you may need to complete more than one Health and Safety Plan.
- Complete and post the [Social Distancing Protocol](#) and any signs that are required by that document.
- Post [signage about the risk of being indoors](#)
- Display the [poster with information about reporting health order violations](#)
- Review the San Francisco Department of Public Health (SFPDH) [Ventilation Guidance](#) and keep an annotated copy available. Ventilation guidance from recognized authorities such as the Centers for Disease Control, ASHRAE, or the State of California may be used instead.

Post signage at public entrances and in 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

### Create a Safer Space for Personnel and Customers

All businesses are required to establish a Mandatory Metering System to ensure maximum Capacity Levels specified in the [Business Capacities and Activities Table \(BCAT\)](#) are not exceeded. Develop and implement a written procedure to track the number of persons entering and exiting the facility to ensure at or below allowable capacity. Consider designating personnel to monitor store capacity.

Measures to ensure maintaining capacity limits and ensuring space for distancing include:

- Create designated circles or lines with marking on the ground to indicate six-foot distancing for customers.
- Create directional paths of travels if applicable, such as one-way entrance and exit for customers, signs for bathrooms.
- Consider using single line queue, instead of multiple line queues, to reduce customers' wait time and enable easy management of queues.
- Consider setting up a queue management system to only allow limited number of shoppers at a time so that a six-foot distancing can be maintained among patrons and Personnel at all times, for small square footage or mom-and-pop stores where hiring a designated staff is not necessary or feasible.
- Maintain Plexiglas or other barriers between customers and cashier. If not possible, please ensure at least six feet of distance.
- Consider increasing the number of on-premises staff to prevent crowding situations during holiday seasons.



- You may need to change the physical layout of your business to help social distancing for customers and personnel.

Additional measures businesses should implement include:

- Provide customers with easy access to hand sanitizer.
- Personnel must routinely clean and disinfect other high-touch surfaces that can be safely cleaned in a manner that complies with industry standards, but no less than once daily. Personnel are not required to clean and disinfect surfaces after each individual customer touches a surface unless the patron appears symptomatic or there is visible contamination with nasal or oral secretions.
- Consider setting special hours for Older Adults and those with Health Risks to shop and avoid exposure to crowds.
- Consider outdoor sales. Refer to Special Considerations for Curbside Retail section below for additional information.
- Encourage the flu vaccination.
  - Post signage to encourage flu vaccine among personnel and participants.
  - 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. Find out more information at <https://sfcdcp.org/flu>.

### Educate and Train Personnel

Businesses should designate a Worksite Safety Monitor who will ensure that Personnel properly clean and disinfect, [screen customers for symptoms](#), and monitor the number of customers in the store or in line. Consider training the Worksite Safety Monitor and other Personnel on de-escalation with customers who do not comply with policies. Personnel may worry about their own risks, so provide resources to address anxiety, stress, and mental health.

Provide information on sick leave and other benefits the employee may be entitled to receive that would make it financially easier to stay at home (see [Paid sick leave in San Francisco](#)). Remember that employees cannot be fired due to COVID-19 results or needed time off related to COVID-19.

Provide information on [CA Notify \(canotify.ca.gov\)](#), an app you can install 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.

### Check Your Space if it has been Vacant for an Extended Period

If your business has been closed for weeks or months, check for pest infestation or harborage, and make sure all pest control measures are functioning. Perform routine maintenance on ventilation systems including air ducts and vents. Flush out the stagnant water from the plumbing lines by running water through fixtures. Detailed guidance may be found at: [sfwater.org/flushingguidance](https://sfwater.org/flushingguidance).

## Getting Back to Business

Follow the Best Practices in [Exhibit A of Directive 2020-17](#). To help compliance, you may need to ask customers to change the way they interact with your business and your products. Changes may include:

- Strongly encourage customers to refrain from touching merchandise unnecessarily and to use hand sanitizer before touching merchandise or upon entry to your business.
- Establish procedures for safe handling of returned merchandise.



- Establish procedures for safe handling of returned merchandise. Consider encouraging customers to send returns or exchanges by a delivery service to reduce unnecessary contact. There is no requirement that returned items be sanitized or quarantined.
- Prohibit self-sampling of items such as cosmetics and perfume.
- Fitting rooms for customers are allowed as long as masks are worn and hand hygiene is emphasized.
- If customers bring their own bags from home ensure that:
  - bags are not placed directly on conveyor belts, outside of shopping carts, or any other surface where customers are served.
  - reusable bags make no contact with employees.
  - customers bag their own merchandise.
  - customers do not bag merchandise in the checkout area if they cannot maintain physical distancing.
- If your business uses self-service bins (“Bulk Bins”) for any type of bulk products that customers dispense themselves into containers, follow the requirements in [Section 3.3 of Directive 2020-07](#):
  - Signage reminding customers to sanitize their hands, keep their masks on, and maintain 6 foot distance from other customers must be posted next to the Bulk Bins;
  - Hand Sanitizing Stations must be made available next to bins;
  - Reusable containers are allowed only if no one else, including at checkout, will touch the container. Your business must provide containers if this is not possible;
  - Consider providing disposable serving scoops or other utensils and designate this area for more frequent sanitizing by Personnel.

### Restrooms for Customers

High-touch surfaces in restrooms such as faucets, toilets, counters, door handles, and light switches should be frequently cleaned and disinfected in accordance with industry standards and the Social Distancing Protocol using [EPA-registered disinfectants approved for use on SARS-CoV-2 \(COVID-19\) virus](#).

Consider creating and posting a cleaning schedule and sign-off sheet at the entrance to restrooms to track how often the facilities are being cleaned.

### Retail Stores in an Enclosed Indoor Shopping Center

Retail stores in an enclosed Indoor Shopping Center that do not have direct access to adjacent sidewalk, street, parking lot, or alley area, may open for in-store retail as specified in the [Business Capacities and Activities](#) table, and with approval of a plan submitted to the Health Officer.

### Special Considerations for Curbside Retail

Curbside Retail may occur in a parking lot or your business can utilize the [Shared Spaces program for operations on the sidewalk or parking lane](#).

- All customers and Personnel must comply with the Face Covering Order, which requires that they wear a Face Covering at all times.
- Remind customers to call or otherwise message to let your business know when they arrive
- Ask for the vehicle’s make, model, color, and license plate number during the offsite/remote sales transaction so your Personnel can easily locate the customer.



- Remind customers when they place their order that they must turn their motor off when they arrive at your facility or location.
- Load into the trunk when possible. When feasible, Personnel may load the items purchased into the vehicle's trunk compartment.

Traffic, bike and sidewalk safety is very important:

- Make sure your outdoor operations do not block pedestrian passage and ensure people with disabilities have full access.
- Customers waiting in line outside your business must remain at least 6 feet apart from each other and from customers who may be waiting in line for other businesses nearby.
- Delivering items to a vehicle should be done from the curb, unless the vehicle is in a parking lot.
- Do not deliver to double parked vehicles. You can use the Shared Spaces program to change parking spaces into temporary loading zones for no fee.
- Address any other traffic, bike lane or mobility safety issues specific to your location.

## Frequently Asked Questions

### **Which stores can open? How many Personnel can be present at the same time?**

Refer to the [Business Capacities and Activities Table \(BCAT\)](#) for all current restrictions, limitations and suspensions.

### **Should my staff wear gloves?**

Routine glove use is not recommended. The CDC explains that in general, gloves are appropriate when cleaning or caring for someone who is sick (see link: [When to wear gloves](#)). In most other situations, wearing gloves is not necessary and may still lead to the spread of germs. The best way to protect yourself is to regularly wash your hands with soap and water for 20 seconds, or use hand sanitizer with at least 60% alcohol.

### **There's a metered parking space immediately outside the entrance to my store. How can I provide for use of that space for curbside pickup?**

You can request that the adjacent street parking be converted to a temporary loading zone to help encourage physical distancing and reduce crowding. To do so, you can utilize [the city's Shared Spaces Program](#).

## Resources

- San Francisco:
  - SFPDH Communicable Disease Control and Prevention [COVID-19 information](#)
  - SF.GOV [comprehensive resources for businesses during the COVID-19 pandemic](#).
  - [Downloadable signage to print yourself](#), or to request [printed posters](#)
  - How to get tested for COVID-19 in San Francisco [sf.gov/citytestsf](#)
  - Information from the [San Francisco Office of Economic and Workforce Development about COVID-19](#), such as employer requirements, employee benefits, and resources
  - [Paid sick leave in San Francisco](#)



- California:
  - [State of California Blueprint for a Safer Economy](#)
  - [Guidance for Retailers](#) from the State of California
  - CAL OSHA [information on protecting workers from COVID-19](#)
  - [CA Notify](#) is an app that can notify you when you come into close proximity to others infected with COVID-19
  - [COVID-19 Vaccine Information at sf.gov/covidvax](#).
  - California Department of Public Health and Cal OSHA have [guidance specific to delivery workers during COVID-19](#).
- Federal:
  - [CDC Resuming Business Toolkit](#)
  - [CDC Return to Work Guidance](#)
  - US Food and Drug Administration [has useful information for food pick-up and delivery](#)