



*San Francisco is experiencing a rapid and significant surge of COVID-19 cases. Accordingly, effective 12:00 noon on November 29, 2020, and until further order of the Health Officer, no new indoor classes or courses may commence unless the specific class trains students to provide essential functions or services relating to the protection of public health or safety or Essential Governmental Functions (“Core Essential Classes”). For clarity, indoor classes and courses that are already in progress may continue until the end of the current session (e.g., quarter, trimester, or semester). But other than Core Essential Classes, no new indoor classes or courses may commence. To the extent of any conflict or inconsistency with any other provision of this directive or guidance, this requirement controls.*

**DIRECTIVE OF THE HEALTH OFFICER No. 2020-22e**

**DIRECTIVE OF THE HEALTH OFFICER OF  
THE CITY AND COUNTY OF SAN FRANCISCO REGARDING REQUIRED BEST  
PRACTICES FOR INSTITUTIONS OF HIGHER EDUCATION AND ADULT  
EDUCATION PROGRAMS**

**(PUBLIC HEALTH DIRECTIVE)**  
DATE OF DIRECTIVE: November 28, 2020

By this Directive, the Health Officer of the City and County of San Francisco (the “Health Officer”) issues industry-specific direction that Institutions of Higher Education (“IHEs”) and other programs offering adult education (“Adult Education Programs,” and with IHEs, “Higher Education Programs”) 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. C19-07o, 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 This Directive goes into effect at 12:00 p.m. on November 29, 2020, and remains in effect until suspended, superseded, or amended by the Health Officer. This Directive has support in the bases and justifications set forth in the Stay-Safer-At-Home Order. As further provided below, this Directive automatically incorporates any revisions to the Stay-Safer-At-Home Order or other future orders issued by the Health Officer that supersede that order or reference this Directive. This Directive is intended to promote best practices as to Social Distancing Requirements and sanitation measures, helping prevent the transmission of COVID-19 and safeguard the health of workers, students, 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. The Stay-Safer-at-Home Order allows businesses offering Higher Education Programs to operate generally through remote learning and in some instances outdoor in-person instruction in small groups, and in limited circumstances through in-person instruction indoors, all subject to specified health and safety requirements and restrictions. This Directive applies to all public, private non-profit, private for-profit, research-focused, and special mission IHEs and other Higher Education Programs offering adult education, including universities, colleges, vocational training courses, and career pathway educational programs – including, for**



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example, programs offering job skills training and English as a second language classes. This Directive does not apply to K-12 schools or other educational programs for children.

2. Attached as **Exhibit A** to this Directive is a list of best practices that apply to Higher Education Programs (the “Best Practices”). Each Higher Education Program must comply with all of the relevant requirements listed in the Best Practices.
3. Each Higher Education Program, before it begins to allow Personnel or students onsite, must create, adopt, and implement a written health and safety plan (a “Health and Safety Plan”). The Health and Safety Plan must be substantially in the form attached to this Directive as **Exhibit B**.
4. Attached as **Exhibit C** is guidance from the San Francisco Department of Public Health for Higher Education Programs (“Guidance”). The Guidance is also available at [www.sfdph.org/directives](http://www.sfdph.org/directives). Each Higher Education Program must comply with all of the relevant requirements listed in the Guidance.
5. If an aspect, service, or operation of the Higher Education Program is also covered by another Health Officer directive (all of which are available at [www.sfdph.org/directives](http://www.sfdph.org/directives)), then the Higher Education Program must comply with all applicable directives, and it must complete all relevant Health and Safety Plan forms.

Each Higher Education Program must (a) make the Health and Safety Plan available to students 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 or campus site within the City. Also, each Higher Education Program 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 Higher Education Program subject to this Directive must provide items such as Face Coverings (as provided in Health Officer Order No. C19-12c issued on July 22, 2020, and any future amendment to that order), hand sanitizer or handwashing stations, or both, and disinfectant and related supplies to any of that Higher Education Program’s on-site Personnel. If any Higher Education Program 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 Higher Education Program 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 Higher Education Program 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 Higher Education Program.



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“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 Higher Education Programs 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. Higher Education Programs 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 Higher Education Program 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 and menace to public health, constitutes a public nuisance, and is a misdemeanor punishable by fine, imprisonment, or both.

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Tomás J. Aragon, MD, DrPH,  
Health Officer of the  
City and County of San Francisco

Date: November 28, 2020



**Exhibit A to Health Officer Directive No. 2020-22e (issued 11/28/20)**

**Best Practices for Higher Education Programs**

**In addition to preparing, posting, and implementing the Social Distancing Protocol required by Section 4.d and Appendix A of Health Officer Order No. C19-07o (the “Stay-Safer-At-Home Order”), each Higher Education Program 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 Higher Education Programs:***

**[These requirements apply to all Higher Education Programs Offering Indoor or Outdoor Instruction]**

- 1.1.*** Higher Education Programs must offer distance learning options to the extent reasonably feasible. They must also continue to maximize the number of Personnel who work remotely from their place of residence.
- 1.2.*** Higher Education Programs must strongly encourage students who are able to complete their coursework remotely 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 strongly encourage those students not to travel to the San Francisco Bay Area for the purpose of attending the program.
- 1.3.*** Each Higher Education Program that will operate with Personnel or students on a campus or facility within San Francisco must designate at least one COVID-19 staff liaison to be the point of contact for questions from students, Personnel, and the community about the program’s COVID-19 practices and protocols (the “COVID-19 Liaison”). The COVID-19 Liaison will also be responsible for communicating with and the San Francisco Department of Public Health (“SFDPH”) about outbreaks among students or Personnel.
- 1.4.*** Assemble and implement a written, campus-specific COVID-19 prevention plan (“Prevention Plan”). A copy of the Prevention Plan must be made readily available to students, Personnel, and SFDPH, such as by posting a copy on the website for the Higher Education Program or making a hard copy available upon request. The Prevention Plan must:
  - 1.4.1.*** Comply with the state’s COVID-19 prevention requirements contained in its Guidance for Institutions of Higher Education, issued on August 7, 2020, as well as any subsequent amendments to that guidance;
  - 1.4.2.*** Include protocols for addressing an outbreak among students or Personnel as required by SFDPH guidelines. For more details, see: <http://www.sfcdep.org/covid19-positive-workplace>; and
  - 1.4.3.*** A statement of how the Higher Education Program intends to prevent and address violations of COVID-19 safety protocols, including the terms of this Directive, by students and Personnel;



**1.4.4.** If the Higher Education Program will be providing housing to students, a statement including (1) the number of students expected to live on campus or in other Higher Education Program-controlled housing; and (2) a statement confirming compliance with the provisions of Section 4 of this Directive concerning Higher Education Program-controlled housing, including those sections mandating occupancy limitations and strongly discouraging students from returning to San Francisco unless they are required to attend classes in person.

**1.5.** If the Higher Education Program resumes operations with Personnel or students on a campus or facility within San Francisco, the Higher Education Program must give written notice and containing the following language to all Personnel and students that will participate in on-campus programing:

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The decision by the Health Officer to allow institutions of higher education and other adult education programs to resume operations does not mean that participating in or attending classes or other programs in-person is free of risk. Participating in in-person instruction could increase your risk of becoming infected with COVID-19.

Each person must determine for themselves if they are willing to take the risk of participating in in-person programs, including whether they need to take additional precautions to protect their own health or the health of others in their household. You should particularly consider the risks to household members who are adults 50 years or older, or anyone who has an underlying medical condition. If you have an underlying medical condition, you may want to discuss these risks with your health care provider.

More information about COVID-19 and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

**1.6.** All Higher Education Programs 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>.

**1.7.** Add all COVID-19 related signage to the campus 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>.

**1.8.** Higher Education Programs that resume operations with Personnel or students on a campus or facility within San Francisco are strongly recommended to implement the following protocols with respect to testing:

**1.8.1.** Routine Asymptomatic Testing for Personnel:



- 1.8.1.1. All Personnel working in-person (e.g., not remotely), including, but not limited to teachers, staff, paraprofessionals, contracted janitorial staff, security, therapists, aides, essential volunteers, interns, and student teachers (“School-Based Personnel”) should be tested for COVID-19 as follows:
- (a) Testing should be done via nucleic acid diagnostic test or other test as authorized by the San Francisco Department of Public Health (“DPH”). All processing of tests must be conducted in a manner that complies with Health Officer Order No. C19-10 (available online at [www.sfdph.org/healthorders](http://www.sfdph.org/healthorders)), including that the lab must meet the requirements to perform testing classified as high complexity under the Clinical Laboratory Improvement Amendments (“CLIA”) of Section 353 of the Public Health Service Act (including but not limited to having a CLIA waiver to perform such tests). Any lab that processes tests must also submit all results (not just positive results) via the State of California’s California Reportable Disease Information Exchange (“CalREDIE”) system or any replacement to that system adopted by the State of California.
  - (b) Each School-Based Personnel should be tested ideally within seven days, but no more than 14 days, before first returning to work for in-person, on-site instruction (“pre-return test”).
  - (c) Each School-Based Personnel also should be tested at least every two months after returning to work following the pre-return test as long as they are providing on-site work at any point during that two-month period. For the every-other monthly testing, the Higher Education Program may choose to test 25% of the School-Based Personnel in the facility every two weeks, or 50% of the School-Based Personnel in the facility every month. Each Higher Education Program should ensure that every School-Based Personnel is tested at least every two months after return to on-site work and completion of the pre-return test.
  - (d) Each Higher Education Program should maintain a log of testing for all School-Based Personnel who work or provide services onsite (the “Testing Log”), including all of the information set forth in the SFDPH Testing Log Protocol available at <https://www.sfdph.org/dph/covid-19/schools-education.asp>. The log must be retained for 12 months and be made available to SFDPH upon request.
- 1.8.1.2. A Higher Education Program should not allow any School-Based Personnel to come to work or otherwise enter the School’s premises if that person refuses to be tested as outlined in subsection (i) above or to provide test results to the Higher Education Program, unless expressly permitted in advance and in writing by the Health Officer or the Health Officer’s designee. Where feasible, SFDPH encourages Higher Education Programs to give Personnel the option of leave without pay if they decline to participate in testing.
- 1.8.1.3. Higher Education Programs should take all steps necessary to ensure it receives the results of these tests promptly. Specifically, Higher Education Programs must require School-Based Personnel to either (1) sign a release of information (ROI) authorizing the testing lab or ordering provider to share the COVID-19 test result directly with the School or (2) commit to providing results



to the Higher Education Program within one hour of receiving a positive or inconclusive result and 24 hours of receiving a negative result. A sample ROI is available online at <https://www.sfdph.org/dph/covid-19/schools-education.asp>. If a School-Based Personnel chooses to report results to the School themselves, the person may make an initial verbal report of a positive or inconclusive result to facilitate rapid infection control measures, but should follow-up with documentation of any result within 48 hours whether it be a positive, inconclusive, or negative result.

1.8.1.4. Higher Education Programs should immediately (within one hour of learning of the result) report any positive or inconclusive test result to SFDPH Schools and Childcare Hub: call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, and email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org).

1.8.1.5. School-Based Personnel who test positive for COVID-19 should not be allowed to return to the Higher Education Program facility until the relevant criteria set forth in SFDPH's guidance on "Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19" are satisfied. (The guidance is available online at <https://www.sfdcp.org/rtw>.) School-Based Personnel who receive an inconclusive test result may get retested and use the new result. If they choose not to get retested, they must follow the return to work guidelines as though they have a positive result.

### **1.8.2. Symptomatic Testing**

1.8.2.1. If any School-Based Personnel has symptoms of COVID-19, the Higher Education Program must send that person home. The person must not be allowed to return to the Higher Education Program until the relevant criteria set forth in SFDPH's guidance on "Ending Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19" are satisfied. (The guidance is available at <https://www.sfdcp.org/rtw>.) It is strongly recommended that the person be tested as soon as possible for COVID-19. Higher Education Programs must take all steps necessary to ensure they receive the results of tests promptly as set forth above. Higher Education Programs should immediately (within one hour of learning of the result) report any positive or inconclusive test result to the SFDPH Schools and Childcare Hub: call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, and email [Schools-childcaresites@sfdph.org](mailto:Schools-childcaresites@sfdph.org).

### **1.8.3. General Requirements**

1.8.3.1. The Higher Education Program must share information about testing with SFDPH as required by this Directive and as requested by SFDPH at any time while this Directive is in effect. Such information may include and is not limited to information about attendance, contact information, health information, employment information (for School-Based Personnel), and any other information related to this Directive required by SFDPH. The disclosure of any confidential information under this subsection is limited to the minimum necessary for public health purposes as determined by SFDPH, and any such information that is confidential must be protected by SFDPH as required by law.



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- 1.8.3.2. All Testing should be done using tests that are approved by the United States Food and Drug Administration or by the California Department of Public Health.
  - 1.8.3.3. Testing results, including but not limited to the Testing Log, are considered confidential health information of staff and students, and must be handled accordingly. For example, Schools can consider the following measures:
  - 1.8.3.4. If test results are to be faxed to the Higher Education Program, the fax machine must be placed in a private, secure area;
  - 1.8.3.5. Hard copy documentation must be kept in a secure location, such as a locked file cabinet behind a locked door, and must not be left unsecured while unattended;
  - 1.8.3.6. Electronic information must be stored on password-protected computers; and
  - 1.8.3.7. Any electronically-stored information must not be maintained in a cloud-based system that is located outside the United States.
  - 1.8.3.8. The Higher Education Program must maintain the confidentiality of information about testing results of School-Based Personnel, and may only share such information as allowed or required by law.
  - 1.8.3.9. In relation to reporting test results for School-Based Personnel, the Higher Education Program must provide all information requested by SFDPH.
- 1.9.** Higher Education Programs may permit individual students to use facilities in control of the Higher Education Program if all of the following requirements are met: (1) the student requires access to the facility due to the need for access to specialized equipment or space that is not available outside (such as a music practice room or fine arts studio); (2) only one person is permitted access to the facility at a time, by appointment; (3) a Face Covering must be worn in the facility at all times unless it must be removed to perform a specific task, such as eating, drinking, or playing a wind instrument; (4) the facility is cleaned and disinfected between each use; (5) where feasible, the facility is aired out between each use, such as by opening windows or doors; and (6) use of the facility must be staggered to permit at least one hour between uses. For clarity, specialized indoor facilities may also be used for indoor classes and programs if the Higher Education Program complies with the requirements contained in Section 2 below.
- 1.10.** Collegiate athletics teams are prohibited from engaging in practices, games, or tournaments in San Francisco without prior written authorization from SFDPH. Higher Education Programs that seek to resume collegiate athletics programs must submit a plan for approval that meets the requirements of Section 14(b)(iv) of Appendix C-1 of the Stay-Safer-at-Home Order.
- 1.11.** 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. C19-07o issued on November 28, 2020 and any future amendment to that order) (the "Social Distancing Protocol").





- 1.12.** 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 and A-2 (the “Screening Handouts”) for all persons arriving at the facility or campus. The plan must include a protocol for screening students, parents/caregivers, Personnel, contractors, vendors, or other members of the public, for symptoms and exposure to COVID-19. A copy of the Screening Handout should be provided to anyone on request, although a poster or other large-format version of the Screening Handouts may be used to review the questions with people 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 facility or campus, and should be referred for appropriate support as outlined in the Screening Handouts. Students residing in on-campus housing who answer “yes” to any screening question, but who agree in advance and are able to comply the SFPDH quarantine and self-isolation directives may be permitted on campus for the purpose of complying with those directives. Public safety emergency personnel responding to an emergency are exempt from this rule.
- 1.13.** Require all persons on campus to wear Face Coverings as provided in Health Officer Order No. C19-12c issued on July 22, 2020, and any future amendment to that order (the “Face Covering Order”). Higher Education Programs are responsible for communicating with Personnel and students about Face Covering requirements and enforcing those requirements on campus.
- 1.14.** Prohibit non-essential visitors from entering the campus or using campus resources. To the extent possible, limit the number of vendors on campus and prohibit them from accessing areas frequented by Personnel or students. In-person tours or open houses of campuses and facilities are not permitted. Virtual tours may continue pursuant to the live streaming requirements in the Stay-Safer-at-Home Order
- 1.15.** Personnel and students must follow San Francisco Health Officer Orders regarding self-quarantine after travel outside of the San Francisco Bay Area. Higher Education Programs are strongly encouraged to require students quarantine for 14 days upon return to San Francisco from non-essential travel outside the State or Bay Area.
- 1.16.** Develop a plan to promote healthy hygiene practices on campus and communicate the plan to Personnel and students. Post signs in visible locations, such as building entrances, restrooms, dining areas, and class rooms that promote protective measures, such as proper hand washing, physical distancing, and Face Coverings.
- 1.17.** Provide Personnel and Students on campus with adequate supplies to support healthy hygiene, including, as necessary, sanitation stations, soap, hand sanitizer, paper towels, tissues, disinfectant wipes, and non-touch/foot pedal trash cans.
- 1.18.** Develop a plan for routine and safe cleaning of spaces controlled by the Higher Education Program, including:

  - 1.18.1.** Clean and disinfect frequently touched surfaces such as door handles, light switches, sink handles, hand railings, tables, and elevator buttons throughout the day.
  - 1.18.2.** Use disinfectant products that are approved for use against the virus that causes COVID-19 from the EPA-approved List “N.”



- 1.18.3.* Ensure proper ventilation during cleaning and disinfecting by, for example, opening windows where possible.
- 1.18.4.* Plan cleaning only when occupants are not present and fully air out the space before people return.
- 1.19.* To the extent feasible, prohibit sharing of objects such as lab equipment, computers, and desks. If equipment must be shared, it must be disinfected between uses.
- 1.20.* If a facility has been shut down for a prolonged period, take all necessary steps to ensure that water systems are safe to use before permitting Personnel and students to return to the facility.
- 1.21.* Prohibit the use of drinking fountains on campus. If a water filling station is provided, the stations must be cleaned and disinfected regularly. Post signs at refilling stations that encourage users to wash or sanitize their hands after refilling.
- 1.22.* Indoor communal study spaces are prohibited. Study spaces in personal residences are permissible for those living in the household. Libraries must remain closed except for curbside pickup or as otherwise permitted under the Stay-Safer-at-Home Order.
- 1.23.* Higher Education Programs must take all feasible steps to prohibit indoor gatherings and outdoor gatherings among more than three households (up to 25 people maximum) on campus or other property under the control of the Higher Education Program. Higher Education Programs are strongly encouraged to create a plan for addressing student and personnel misconduct that violates the terms of this Directive or the Health Officer's Stay-Safer-At-Home Order.
- 1.24.* Cafeterias and other eating establishments on campus must comply with the directives applicable to dining as well as any other industry-specific guidelines.

**2. *Section 2 – Requirements for Higher Education Programs Offering Indoor, In-Person Instruction***

**[These are additional requirements that apply to Higher Education Programs that offer indoor classes]**

- 2.1.* Effective immediately, all indoor classes or courses of any kind involving two or more people (including the teacher or instructor) are prohibited from commencing unless the class (1) cannot be held remotely or outdoors due to the need for access to specialized equipment or space; (2) trains students to provide essential functions or services relating to the protection of public health or safety or Essential Governmental Functions; and (3) is offered in a specialized indoor setting whose design imposes substantial physical distancing on participants (“Core Essential Classes”). To clarify, indoor classes and courses that are already in progress may continue until the end of the current session (e.g., quarter, trimester, or semester). Other than Core Essential Classes, no new indoor classes or courses may commence.
- 2.2.* Indoor lectures are prohibited because they may be held remotely or outdoors.



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- 2.3. Prior to offering indoor courses or classes, the Higher Education Program must prepare and poste a Prevention Plan as required by Section 1.4 above and containing the following additional information:
  - 2.3.1. With respect to each class or program that will be held indoors, a statement as to how it qualifies as a Core Essential Class, including an explanation as to why the class cannot be held outdoors and how the class trains students to provide essential functions or services relating to the protection of public health or safety or Essential Government Functions;
  - 2.3.2. An explanation of how the Higher Education Program will enforce physical distancing on participants of any indoor class or program;
  - 2.3.3. A description of protocols for airing out and sanitizing classroom spaces and equipment between classes;
  - 2.3.4. A completed Facilities Questionnaire regarding cleaning and ventilation protocols. The Facilities Questionnaire can be found at: <https://www.sfdph.org/dph/COVID-19/Schools-Education.asp>
  - 2.3.5. A statement explaining how the Higher Education Program will be addressing proper sanitation, social distancing, stable cohorting, Face Coverings, health screening, and any additional procedures that will be implemented to minimize the risk of transmission of COVID-19 in the indoor facilities;
  - 2.3.6. A plan for PCR COVID-19 testing of students and staff or an explanation as to why no testing is necessary in the specific circumstances;
  - 2.3.7. A plan for educating students about COVID-19 risks and mitigation strategies; and
  - 2.3.8. A statement from the operator of the Higher Education Program that recognizes the risk inherent in holding indoor classes and will be responsible for taking all necessary precautions to mitigate the risk of transmission to the greatest extent possible.
- 2.4. A sample, fillable Prevention Plan for Higher Education Programs offering indoor classes and programs will be available at: <https://www.sfdph.org/dph/COVID-19/Schools-Education.asp>.
- 2.5. 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. Higher Education Programs that seek to offer indoor courses exceeding the two-hour limit must submit a written request to do so at [schools-childcaresites@sfdph.org](mailto:schools-childcaresites@sfdph.org). The request must include the following information: (1) the type of class(es) the Higher Education Program is seeking to hold that will exceed the two-hour time limit; (2) the number of students proposed for each class; (3) an explanation as to why the class cannot be limited to two-hours, such as any State-mandated course requirements; (4) a statement that the Higher Education Program is enforcing social distancing and Face Covering requirements; (5) a statement that the program is complying with SFDPH's ventilation requirements; and (6) a statement that students will not be permitted to eat or drink in any class exceeding the two-hour time



limit. Higher Education Programs may exceed the two-hour limit only upon receiving approval in writing by SFDPH and upon satisfying any conditions of approval.

- 2.6. Higher Education Programs that complete the Prevention Plan and posting requirements contained in this Directive may begin operations without pre-approval by SFDPH. Higher Education Programs offering indoor classes or programs remain subject to periodic audit by 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.
- 2.7. Higher Education Programs must evaluate their Prevention Plan at least monthly to determine whether any updates are required. The Prevention Plan must be kept up-to-date to reflect any changes.
- 2.8. Higher Education Programs offering indoor classes or programs must evaluate the facility to determine the number of people (including students and instructors) who may safely fit inside at any time while ensuring proper social distancing and other restrictions as required by this Directive and the Stay-Safer-at-Home Order, including the requirement that all students remain at least six-feet from each other at all times.
- 2.9. All students and Personnel participating in indoor instruction must wear a Face Covering at all times as required by the Face Covering Order.
- 2.10. Indoor instruction must not include any singing, chanting, or wind instruments of any kind.

**3. Section 3 – Additional Requirements for Higher Education Programs Offering Outdoor, In-Person Instruction:**

**[These additional requirements apply to Higher Education Programs that offer outdoor instruction, even if they do not also offer indoor instruction]**

- 3.1. When distance learning is not feasible, Higher Education Programs may offer in-person instruction outdoors in groups of no more than 25 people, including any instructors (“Outdoor Instruction”). Students and Personnel must be permitted to decline the option of participating in Outdoor Instruction and should be accommodated with distance learning or other options, if feasible.
- 3.2. Only one Outdoor Instruction may be held by a Higher Education Program at the same time unless the Higher Education Program can ensure groups participating in different Outdoor Instructions will remain separate, such as by placing physical barriers between the groups. If multiple Outdoor Instructions are occurring at the same time in the same geographic area, the Higher Education Program must prohibit mingling among participants from different Outdoor Instructions.
- 3.3. Personnel and students participating in Outdoor Instruction must follow all Social Distancing Requirements and wear Face Coverings at all times. Personnel and students who are subject to an exemption from the Face Covering Order may not participate in Outdoor Instruction at this time. Members of vulnerable populations (those over age 60 or with chronic medical conditions) are encouraged to carefully consider the risks before determining whether to participate in Outdoor Instruction.



- 3.4. Develop a plan and implement COVID-19 symptom self-verifications for all students who will attend Outdoor Instruction. The plan must require students to conduct a self-verification at home each time they will attend Outdoor Instruction. Students must be informed that they may not attend Outdoor Instruction if they feel ill or are experiencing any symptoms of COVID-19, such as fever, chills, repeated shaking/shivering, cough, sore throat, shortness of breath, difficulty breathing, feeling unusually weak or fatigued, new loss of smell or taste, muscle pain, headache, otherwise unexplained runny or congested nose, or diarrhea.
  - 3.5. Outdoor Instruction participants must not move among simultaneously occurring Outdoor Instruction programs taking place in the same geographic area.
  - 3.6. Outdoor Instruction must not include instruction that requires instructors or participants to eat or drink as part of the curriculum. Unless necessary for proper hydration or other medical necessity, Outdoor Instruction participants must not eat or drink during the program or while otherwise gathering for purposes of a Higher Education Program.
  - 3.7. Participants in Outdoor Instruction must not gather or mingle before or after the period of the Outdoor Instruction.
  - 3.8. Consistent with the limitations under the State Health Order, the Stay-Safer-at-Home Order, and guidance from SFDPH, Higher Education Programs may, subject to any applicable permit requirements, conduct their programs under a tent, canopy, or other sun or weather shelter, but only as long as no more than one side is closed, allowing sufficient outdoor air movement. Also the number and composition of barriers used must allow the free flow of air in the breathing zone.
4. **Section 4 – Additional Requirements for Housing Under the Control of a Higher Education Program**
- 4.1. Housing controlled by or used for the benefit of students attending a Higher Education Program must prioritize those students and Personnel with limited housing options, including those with difficulty accessing distance learning. Higher Education Programs must require students who are able to complete their coursework remotely from their place of residence not to travel to the San Francisco Bay Area for the sole purpose of living in housing under the control of the Higher Education Program.
  - 4.2. Reserve a supply of available rooms in cases of quarantine and isolation, and provide a contingency plan, such as additional off-campus housing, or hotel rooms, in the event those rooms are exhausted.
  - 4.3. Except for family housing, students must be housed in single rooms (i.e., without a roommate) as the default housing option. Students may be permitted to room together if they voluntarily request to do so. Higher Education Programs must not discriminate against students who request single-occupancy rooms, including that students must not be required to pay an additional fee for a single room. Higher Education Programs must house individuals with high risk medical conditions or who identify as members of a vulnerable population in single occupancy rooms.
  - 4.4. Non-essential visitors must be prohibited from accessing student housing.
  - 4.5. Close all nonessential shared spaces, such as game rooms, gyms and lounges.



- 4.6. If the housing contains a shared cooking or kitchen area, apply the SFDPH guidance for congregate housing settings. Where applicable, follow SFDPH guidance for shared laundry facilities.
- 4.7. Where students must use communal bathrooms, require students to consistently use the same bathroom and shower facilities. Where feasible, add physical barriers, such as plastic, flexible screens, between bathroom sinks. Where sinks are closer than six feet apart, either disable sinks or block off sinks to create more distance between users.
- 4.8. Prohibit all indoor gatherings of individuals from different household units and prohibit outdoor gatherings except as otherwise permitted under the Stay-Safer-at-Home Order.
- 4.9. Unless otherwise permitted by the Stay-Safer-at-Home Order, gyms, pools, and other fitness facilities must remain closed.
5. **Section 5 – Additional Requirements for Transportation Under the Authority of a Higher Education Program:**
  - 5.1. Higher Education Programs that operate or contract to provide transportation for Personnel or students must comply with all industry-specific guidance, including requiring social distancing between individuals and proper use of face coverings.
  - 5.2. Maximize ventilation within vehicles, such as by opening windows during use.
  - 5.3. Clean and disinfect vehicles daily. Drivers must be provided with disinfectant wipes and disposable gloves to wipe down frequently touched surfaces. Vehicles must be cleaned and disinfected after transporting any individual who exhibits symptoms of COVID-19.



**Health Officer Directive No. 2020-22e (Exhibit B)**  
**Health and Safety Plan (issued 11/28/2020)**

Each Higher Education Program 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.)*

- Higher Education Program is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-22e, available at [www.sfdph.org/directives](http://www.sfdph.org/directives).
- If the facility or campus has been shut down for a prolonged period, take all necessary steps to ensure that water systems are safe before reopening.
- Reviewed and implemented applicable guidance regarding ventilation for all indoor areas used by the Higher Education Program.
- Added all required signage to entrances and employee break rooms.
- Designated a COVID-19 Liaison as required by the Directive.
- Prepared and implemented a campus-specific COVID-19 Prevention Plan.
- Posted the Prevention Plan and scheduled monthly evaluations of the Prevention Plan.
- Developed a plan and implemented daily COVID-19 symptom verifications for all Personnel and students on campus or engaged in in-person instruction.
- Developed and implemented a COVID-19 screening procedure for all persons arriving at the facility or campus.
- Developed and implemented a plan to promote healthy hygiene practices on campus.
- Developed and implemented a plan for routine, safe cleaning of spaces controlled by the Higher Education Program.
- Closed all non-essential shared spaces, such as game rooms and lounges.
- Reviewed and implemented all industry-specific guidance in the Directive and, where applicable, other applicable directives concerning transportation, cafeterias, eating establishments, congregate living, gyms, and shared laundry facilities.

**Additional Measures**

Explain:



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

Updated November 28, 2020

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

**AUDIENCE:** Educators, administrators and support staff of Higher Education Programs as well as students, contractors and other personnel at these programs. For 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) including universities and colleges, adult education programs such as those offering vocational training courses, career pathway educational programs, job skills training or adult English as a Second Language (ESL) classes.

This guidance does not apply to TK-12 schools or other programs for children.

### Summary of Changes since the 10/27/2020 Version

- Prevention Plan must include how IHEs will address health and safety violations
- Surveillance testing is strongly recommended for personnel, testing guidance updated.
- Higher Education Programs are strongly encouraged to require students quarantine for 14 days upon return to San Francisco from non-essential travel outside the State or Bay Area.
- Higher Education Programs must take all feasible steps to prohibit indoor gatherings and outdoor gatherings with more than three households (maximum of 25 people) on campus or other property under the control of the Higher Education Program.
- All new in-person instruction involving two or more individuals is now limited to Core Essential Classes
- Indoor classes and courses that are already in progress may continue until the end of the current session (e.g., quarter, trimester, or semester).

**PURPOSE:** To provide guidance on health and safety practices needed to safely operate in-person, on-site instruction at Higher Education Programs.

**BACKGROUND:** Higher Education Programs in San Francisco were allowed to reopen for outdoor in-person instruction in small groups, and in limited circumstances, indoor in-person instruction on September 30, 2020.

Although young adults are at low risk of severe COVID-19 compared to older adults, young adults are now the most likely group to have COVID-19, and now represent 20% of all US cases. Colleges and universities where students live on campus are an especially high-risk setting, with outbreaks occurring across the country. In addition, COVID-19 in young adults likely contributes to community transmission, resulting in spread of infection to older adults and other vulnerable groups.

Preventing the spread of COVID-19 at higher education programs and promoting safe personal behaviors by all students and staff on- and off-campus is crucial to protect students, staff, and other community members at higher risk for severe COVID-19 illness.

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

*Please stay updated of changes to the Stay Safer at Home Order and directives at [www.sfdph.org/healthorders](http://www.sfdph.org/healthorders) and [www.sfdph.org/directives](http://www.sfdph.org/directives).*





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## 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.**

## Flu vaccines

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. Those over the age of 6 months are strongly encouraged to get a flu shot. Find out how to get one at <https://www.sfdcp.org/flu>

## 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 [sfdcp.org/indoorrisk](https://www.sfdcp.org/indoorrisk)



Applicability

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

As of November 2020, the San Francisco Stay-Safer-At-Home 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 in-person instruction and should be accommodated with distance learning or other options if feasible.

*When distance-learning is not possible, the Health Order permits outside instruction for groups up to 25 as long as everybody wears face coverings and social distancing is maintained.*

Which programs can offer indoor in-person instruction?

Private Use of Indoor Facilities

Higher Education Programs may permit students to privately use indoor facilities under the control of the Higher Education Program if:

- The student requires access to the facility to 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, and other personnel) is permitted access to the facility at a time;
- The facility is cleaned and disinfected between each use;
- The facility is aired out between each use, such as by opening windows or doors, when feasible;
- Use of the facility must be by appointment and staggered to permit at least one hour between uses;
- Face coverings are required at all times except when performing a specific task, such as eating, drinking, or playing a wind instrument.

*Indoor in-person instruction is only permitted in a limited number of specific situations.*

Specialized Indoor Facilities for Core Essential Classes

Indoor, in-person instruction involving two or more students, faculty or other personnel are allowed for Core Essential Classes which are those that:

1. require the use of specialized space or equipment AND



2. are held in a setting that allows for at least 6 feet distancing between participants AND
3. train students in one of the two following subjects:
  - o protection of public health or safety, including clinical services or laboratory science or
  - o Essential Governmental Functions, such as police academy or emergency management.

Higher Education Programs that meet all three of the above criteria may operate indoors without pre-approval by SFDPH under the following conditions:

- Completion of the [Prevention Plan Checklist](#)
- Post a [Prevention Plan](#) that includes a description of how the Higher Education Program intends to prevent and address violations of COVID-19 safety protocols by students and Personnel
- Cooperate with periodic audits by SFDPH, including allowing SFDPH inspectors access to their facilities for inspection and review of health and safety plans.

Higher Education Programs that previously received official, written approval for indoor instruction for Core Essential Classes can continue to operate, but must comply with the Prevention Plan and posting requirements in [Directive 2020-22](#). Additionally, indoor classes and courses that are already in progress may continue until the end of the current session (e.g., quarter, trimester, or semester). Other than Core Essential Classes, no new indoor classes or courses may commence.

## 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.
  - o 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.
  - o 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.
- 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.
  - o SFDPH strongly recommends surveillance testing for staff, in addition to symptomatic COVID-19 testing. See page 7: "[Surveillance Testing for Staff](#)" below for guidance.



- Develop an outbreak management plan or Communicable Disease Management Plan which includes protocols to notify SFPDH of any confirmed COVID-19 cases among students, faculty or staff and assist SFPDH as needed with contact tracing. Such a plan should include a protocol to isolate or quarantine any ill or exposed persons. The SFPDH Education Hub will provide case consultation and guidance in cases of individuals testing positive for COVID-19.
- Establish procedures to record daily schedules and attendance of all personnel and students who are in-person at your Higher Education Program. Retain these records for three weeks, for contact tracing purposes in the event of an outbreak. If your Higher Education Program does not already collect contact information for students, asking students to voluntarily provide their contact information is recommended. Find out more at <https://covid19.ca.gov/contact-tracing>
- 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.
- Establish a plan to prevent and address violations of COVID-19 safety protocols, including the terms of the Health Officer's directive, by students and Personnel.
- If the program will be providing housing to students, maintain records concerning the number of students who are or will be living on campus this school year and demonstrating compliance with Section 4 of the directive concerning Higher Education Program-controlled housing, including those sections mandating occupancy limitations and strongly discouraging students from returning to San Francisco unless they are required to attend classes in person.
- Flush out the stagnant water from the plumbing lines by running water through fixtures to prevent water-borne infections such as Legionnaires' disease. See detailed guidance at <https://www.sfwater.org/flushingguidance>.
- Ensure that any organizations affiliated with the Higher Education Program, such as off-campus clubs, fraternities and sororities, also follow these guidelines. Develop systems to enforce and hold affiliated organizations accountable for adhering to this guidance.

### Quarantine residents after moving or travel 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 returned to or moved to the San Francisco Bay Area from another area and engaged in activities that would put them at higher risk of contracting the virus that causes COVID-19 in that area.*

- Higher Education Programs are strongly encouraged to require students quarantine for 14 days upon return to San Francisco from non-essential travel outside the State or Bay Area.
- 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 recommendation 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 additional guidance on travel at [www.sfcddp.org/travel](http://www.sfcddp.org/travel).



- Review special considerations for quarantining students in the section [Housing under authority of a Higher Education Program](#) below.

## 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).
  - SFDPH does not recommend measuring temperatures of students and staff of Higher Education Programs. Please visit <https://www.sfdcp.org/screening> 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 page 16: “When a staff member or student has symptoms of COVID-19”).

### Surveillance Testing for Staff

- SFDPH strongly recommends that all staff working in-person, which may include, instructors, paraprofessionals, contracted janitorial staff, security, therapists, aides, essential volunteers, interns, and student teachers be tested for COVID-19 on an ongoing basis as follows:
  - Testing should be done via nucleic acid diagnostic test or other test as authorized by the San Francisco Department of Public Health (“DPH”). All processing of tests must be conducted by a lab that complies with [Health Officer Order No. C19-10](#)
  - Each staff person should be tested ideally within seven days, but no more than 14 days, before first returning to work for in-person, on-site instruction (“pre-return test”).
  - Each staff person also should be tested at least every two months after returning to work following the pre-return test as long as they are providing on-site work at any point during that two-month period. For the every-other monthly testing, the Higher Education Program may choose to test 25% of the staff in the facility every two weeks, or 50% of the staff in the facility every month. Each Higher Education Program should ensure that every staff person is tested at least every two months after return to on-site work and completion of the pre-return test.
  - Each Higher Education Program should maintain a log of testing for all School-Based Personnel who work or provide services onsite (the “Testing Log”)
  - A Higher Education Program should not allow any staff person to come to work or otherwise enter the School’s premises if that person refuses to be tested
  - Higher Education Programs should take all steps necessary to ensure it receives the results of these tests promptly.





## 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/vulnerable](https://sfcdcp.org/vulnerable) 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.

## 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 on-site and/or intermixing with students, faculty, and staff increases the risk of virus transmission.
- Prohibit in-person college tours or open houses.
- 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.

## Keep instructors and students in small, stable cohorts

A cohort is a stable group that has the same people each day, stays together for classes, and avoids mixing with students or staff outside the group. 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 25 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.
- 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.
- 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.

### Limit class duration

- 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.
- Indoor classes and programs must be no longer than two hours. Higher Education Programs must prohibit students and Personnel from congregating before and after the scheduled classes and programs.
- Requests for exemptions to the two hour limit on indoor instruction: Higher Education Programs that seek to offer indoor courses lasting longer than two hours may submit a written request to [schools-childcaresites@sfdph.org](mailto:schools-childcaresites@sfdph.org). The request must include the following information:
  1. The type of class(es)
  2. The number of students proposed for each class;
  3. An explanation as to why the class cannot be limited to two-hours, such as State-mandated course requirements; and
  4. Statements that the Higher Education Program is:
    - a. Enforcing social distancing and face covering requirements
    - b. Complying with SFDPH's ventilation requirements, and
    - c. Not allowing eating and drinking in the class.

Higher Education Programs may exceed the two-hour limit only upon receiving approval in writing by SFDPH and upon satisfying any conditions of approval.

### 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
  - 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.
- 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.

## Physical Spaces

### Mandatory Signage Requirements

- Add all COVID-19 related signage as required by Sections 4.g and 4.h of [the Stay-Safer-At-Home Order](#).
  - 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.
  - Occupancy limit signage should be posted outside of any shared indoor spaces, including bathrooms.
- The [Outreach Toolkit for COVID-19](#) includes printable resources including many of the signs required in this document such as signage about proper hygiene, social distancing, Face Coverings, health screening, the risks of indoor transmission, testing and getting vaccinated for the flu.

### 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, and
- Filtering room air, removing droplets and particles from the air

Ensure that rooms or spaces that are shared with people from different households have good ventilation and that doors and windows are open, if possible.

#### Make Necessary Ventilation Improvements, If Feasible, Including

- HVAC systems (if one is present)
  - Ensure HVAC systems are serviced and functioning properly.
  - Evaluate possibilities for upgrading air filters to the highest efficiency possible.
  - Increase the percentage of outdoor air through the HVAC system, readjusting or overriding recirculation (“economizer”) dampers.
  - Disable “demand controls” on ventilation systems so that fans operate continuously, independently of heating or cooling needs.
  - Evaluate running the building ventilation system even when the building is unoccupied to maximize ventilation. At the minimum, reset timer-operated ventilation systems so that they start operating 1-2 hours before the building opens and 2-3 hours after the building is closed.
- Increase natural ventilation by opening windows and doors when environmental conditions and building requirements allow.
- Consider installing portable air cleaners (“HEPA filters”).
- If the establishment uses pedestal fans or hard mounted fans, adjust the direction of fans to minimize air blowing from one individual’s space to another’s space.



## Instruction Spaces

**Outdoor instruction is generally safer** than indoor instruction due to increased air flow, increased opportunities for social distancing, and increased dispersal of infectious virus. **Indoor instruction involving two or more people is permitted as described above on page 4.** The following applies to both indoor and outdoor instructional spaces.

- 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 social distancing and stay 6 feet from each other as much as possible.*

## Housing under authority of a Higher Education Program

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, is a type of congregate housing. SFDPH has also issued [guidance on shared laundry facilities](#) and [ventilation](#) that should be reviewed by Personnel implementing the campus housing 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. Programs may not discriminate against students who choose not to have a roommate, including that they may not be penalized financially.
- Individuals with high risk medical conditions must maintain single occupancy. Higher Education



- When there are two residents per room, ensure at least six feet between beds, and require residents sleep in opposite directions (head to foot).
- Face coverings are required by ALL when in common areas.
- 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. A dormitory unit, or bedroom, constitutes a household unit and the Stay Safer at Home Health Order does not allow indoor gatherings of individuals from different households. Create a plan for preventing and addressing misconduct that violates any of the Health Officer's COVID-19 Orders or Directives.

### Bathrooms

- 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.

### Quarantine or Isolation in Campus Housing

- 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.
- 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.

### 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.



## 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. [Follow CDC guidelines on cleaning and disinfecting facilities](#) and [Interim Guidance: Cleaning and Disinfection for Non-Healthcare Businesses and Workplaces](#), including:

- 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.
- When cleaning after a suspected or known case of COVID-19 **use the same cleaning agents and disinfectants** as for routine cleaning, and follow [CDC guidelines for cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility](#) including 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.



- 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.

## Specific situations

Consider regularly visiting <https://www.sfcddp.org/covid19whatsnew> 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.

### Off-campus in-person activities

Students at vocational schools, including 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 may provide direct patient care in-person at a hospital under appropriate supervision.

### Transportation

Since vehicles are small enclosed spaces that do not allow social 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). Drivers should be provided disinfectant wipes and disposable gloves to wipe down frequently touched surfaces.
- 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, vans or other vehicles used by the Higher Education Program should be cleaned and disinfected daily following the [guidance for transport vehicles](#). Buses should be cleaned after transporting any individual who is exhibiting symptoms of COVID-19.

### Libraries

- San Francisco Health Order permits libraries to open only for curbside/outside pickup and drop off of items.
- 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 SFDPH [guidance for food facilities, outdoor dining and food delivery](#).
  - 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.
- Do not use shared tables or self-service buffets. 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.

## Student Health Facilities

Providers of ambulatory care services, including counseling and other healing arts should 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. Guidance written for the [healthcare provider audience](#) is available.

## 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.
- Encourage video conferencing for staff meetings, even if all staff are on campus.
- 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, whenever safe and feasible.

## 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.

## 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](#). 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 SFDPH. For further information on the authorization process, please review [www.sfdph.org/directives](http://www.sfdph.org/directives).
- Review and comply with existing SFDPH guidance on indoor gyms and fitness groups. Please visit <https://www.sfdcp.org/businesses> for the guidance in "Gyms and Fitness Groups."
- Contact sports involving adults from separate households on a recreational basis are not permitted



## 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 **(628) 217-7499** or email [Schools-childcaresites@sfdph.org](mailto: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 (628) 217-7499.  
Schools-childcaresites@sfdph.org
- COVID-19 guidance for the public, including schools and employers  
<https://www.sfcdcp.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 social 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](#)