Program Name: \_     \_

Site address: \_     \_

*Directions: The Health and Safety Plan must describe the plan for implementing the requirement or indicate why the requirement does not apply. Each item references Exhibit A to Health Officer Directive No. 2020-14 Requirements (HOD No. 2020-14)*

1. **Signage and Education:**
   1. Post a copy of the [Social Distancing Protocol](https://sf.gov/sites/default/files/2020-04/Social%20Distancing%20Protocol%20for%20Businesses%20%28fillable%29.pdf) ([Spanish](https://sf.gov/sites/default/files/2020-05/SP%20SocialDistancingProtocol.docx), [Chinese](https://sf.gov/sites/default/files/2020-05/CH%20AppendixA-Social%20Distancing%20Protocol.docx)) at each public entrance to the facility or location. (*HOD No. 2020-14 1.1)*

* 1. Post a copy of the Health and Safety Plan at each public entrance to the facility or location.

(*HOD No. 2020-14 1.2)*

* 1. Distribute to all Personnel copies of the Social Distancing Protocol and the Health and Safety Plan (or a summary of each item with information on how copies may be obtained) and any educational materials required by the Health and Safety Plan. (*HOD No. 2020-14 1.3):*

* 1. Training plan for all Personnel covering all items required in the Social Distancing Protocol and the Health and Safety Plan that apply to them. (*HOD No. 2020-14 1.4):*

* 1. Indicate how often will the Health and Safety Plan will be updated. (*HOD No. 2020-14 1.5)*

1. **Requirements Regarding Personnel:** 
   1. Plan to inform staff about staff daily screening procedures including not to come to work or to the facility if they are sick as indicated in “*Handout for Personnel (Employees, Contractors, Volunteers) of Additional Business and Other Businesses Permitted To Operate During the Health Emergency*” ([English](https://www.sfcdcp.org/wp-content/uploads/2020/05/COVID19-Personnel-ScreeningV2-Handout-FINAL-5.15.2020.pdf), [Chinese](https://www.sfcdcp.org/wp-content/uploads/2020/05/COVID19-Personnel-ScreeningV2-Handout-FINAL-5.15.2020.pdf), [Spanish](https://www.sfcdcp.org/wp-content/uploads/2020/05/COVID19-Personnel-Screening-Handout-5.8.2020-SP.pdf)) (It is required to provide the handout to all staff and to verbally inform them of the procedures outlined in the handout) *(HOD No. 2020-14 2.1; 2.2; 2.3; 2.4)*

* 1. Daily Health Screening Procedure for [Staff](https://www.sfcdcp.org/wp-content/uploads/2020/05/COVID19-Screening-Questions-UPDATE-05.26.2020.pdf): *(HOD No. 2020-14 2.3)*

* 1. Procedure if an employee arrives ill or displaying symptoms *(HOD No. 2020-14 2.4)*

* 1. Plans for monitoring and responding to staff absenteeism *(HOD No. 2020-14 2.4)*

(Policies for notifying supervisor, sick leave policy, substitute plan, etc.)

* 1. Plan for face coverings for all Personnel with instructions that they must wear Face Coverings at all times *(HOD No. 2020-14 2.7)*

* 1. Staff Handwashing Policy *(HOD No. 2020-14 2.8)*

* 1. Staff Hand Sanitizer Policy *(HOD No. 2020-14 2.9)*

1. **Stable and Separate Groups of Children:**
   1. Plan for groups of children (Number of children per group per room/space and assigned staff) e.g. *Group 1: 10 children – Teacher Olivia and Teacher Jennifer (HOD No. 2020-14 3.1-3.6)*

* 1. Please complete if using a large indoor space for more than one group *(HOD No. 2020-14 3.7):*
     1. Does the space have at least 144 square feet (12’ x 12’) per child or about 1750 square feet for a group of 10?
     2. Are the designated areas for each group clearly marked and separated by a 10 to 12 feet “no-go” buffer zone that neither group uses?
     3. Can the space be adequately ventilated, for example, by opening windows or doors?

* + 1. Are there partitions to keep the air from flowing directly from one group to another?

* + 1. Are both groups from the same program?
    2. What types of activities will be done in the spaces? (consider that more active activities are higher risks than quiet, sedentary activities)
  1. **Physical Distancing Strategies** *(HOD No. 2020-14 3.8)*
     1. Meal/Snack Times:

* + 1. Free Play Time:

* + 1. Outdoor Play:

* + 1. Naptime:

1. **Symptom Screening for Children** *(HOD No. 2020-14 4.1-4.6)***:**
   1. [Daily Health Screening Procedure](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren):

1. **Plans for monitoring and responding to child absenteeism** *(HOD No. 2020-14 4.4)*

1. **Drop-Off and Pick-Up Procedures** *(HOD No. 2020-14 5.1-5.6):*
   1. Drop-Off:

* 1. Pick-Up:

1. **Face Coverings Policy and Procedure** *(HOD No. 2020-14 6.1-6.4)*

1. **Hygiene and Sanitation:**
   1. Hand hygiene policy and procedures for children (Hand washing and hand sanitizing) *(HOD No. 2020-14 7.1; 7.2; 7.3)*

* 1. Cleaning and Disinfecting Schedule *(HOD No. 2020-14 2.2; 7.4-7.19)*

Disinfectants effective against COVID-19: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-againstsars-cov-2>.

* + - * *In addition to regular cleaning, the space must be thoroughly cleaned and disinfected between use by different groups, for example, between sessions, with special attention to indoor eating areas where people have removed their masks)*
      * *Include toys that are hard to clean, soft toys, bedding cots, etc.*
      * *Sample schedule:* <https://nrckids.org/files/appendix/AppendixK.pdf>

1. Exposure to COVID-19
   1. Procedure if staff is exposed or tests positive for COVID-19 ([www.sf.gov/business-guidance-if-staff-member-tests-positive-covid-19](http://www.sf.gov/business-guidance-if-staff-member-tests-positive-covid-19)) *(HOD No. 2020-14 2.6)*

* 1. Procedure if child is exposed or tests positive for COVID-19 ([https://www.sfcdcp.org/wp-content/uploads/2020/03/Child-care-and-summer-camps-FINAL-2020-05-26.pdf p.9](https://www.sfcdcp.org/wp-content/uploads/2020/03/Child-care-and-summer-camps-FINAL-2020-05-26.pdf%20p.9))

* 1. Strategies for identifying close contacts (within 6 feet or 15 minutes or more) of an infected employee, child, or family member:

* 1. Procedures for handling temporary program closure (e.g., continuation of meal programs and other services):

* 1. Protocols for two-way communication with staff, families, and local health officials