

**Health Officer Order No. C19-07e**  
**Appendix A: Social Distancing Protocol** (revised 6/1/2020)

Each business operating in San Francisco must complete, post onsite, and follow this Social Distancing Protocol. See the attached **Instructions and Requirements** for details on what is required and how to complete this checklist.

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

*Business/Entity name:* Nibbi Bros Associates, Inc.

*Contact name:* Cassie Hilaski

*Facility Address:* 1000 Brannan St, Suite 102

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

**SIGNAGE & EDUCATION**

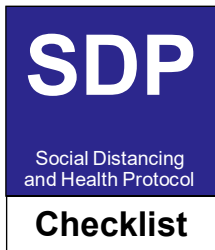
- Post signage at each public entrance of the facility requiring of everyone:
  - (1) avoid entering if experiencing COVID-19 symptoms;
  - (2) maintain a minimum six-foot distance from others in line and in the facility; and
  - (3) wear a Face Covering
- Post a copy of this two-page Social Distancing Protocol checklist at each public entrance.
- Post signage showing maximum number of patrons who can be in line and in the facility.
- Educate Personnel about this Protocol and other COVID-19 related items.

**PROTECTIVE MEASURES**

- Follow Sections 2.1 through 2.4 below, including:
  - Ensure Personnel stay home or leave work if they are sick.
  - Provide a copy of the Attachment to Personnel to ensure they understand when to stay home; translated versions of the Attachment are available online.
  - Ensure Personnel review health criteria before each shift and advise Personnel what to do if they are required to stay home.
  - Require Personnel and Visitors to complete health survey prior to entering office.
  - Require Personnel and Visitors to complete temperature scan prior to entering office.
- Require Personnel and patrons to wear a face covering as required by Health Officer orders.
- Implement a plan to keep site Personnel safe, including by limiting the number of Personnel and customers onsite to a number that ensures physical distancing and favoring allowing Personnel to carry out their duties from home when possible.

**MEASURES TO PREVENT UNNECESSARY CONTACT**

- Tell Personnel and visitors to maintain physical distancing of at least six feet, except Personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Separate all desks or individual work stations by at least six feet.
- Place markings in patron line areas to ensure six foot social distancing (inside and outside)
- Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. Describe:
- Maintain Plexiglas or other barriers between patrons and Personnel at point of payment (if not possible, then ensure at least six foot distance)



- Limit the number of patrons in the store at any one time to: \_
- Separate order areas from delivery areas or similarly help distance patrons when possible
- Optional—Describe other measures:

### SANITIZING MEASURES

- Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (countertops, pens, and styluses).
- Provide disinfecting wipes that are effective against SARS-CoV-2 near high-touch surfaces and provide hand sanitizer.
- Have Personnel disinfect carts and baskets after each use
- Provide hand sanitizer, soap and water, and/or disinfecting wipes to patrons and Personnel at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions
- Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
  - Break rooms: Daily
  - Bathrooms: Daily
  - Conference/Training Rooms: After each use by a group.
- Prevent people from self-serving any items that are food-related:
  - Provide lids and utensils for food items by Personnel, not for patrons to grab
  - Limit access to bulk-item food bins to Personnel—no self-service use
- Prohibit patrons from bringing their own bags, coffee mugs, or other reusable items
- Prohibit Personnel from using shared food prep equipment for their own use (e.g., microwaves, water coolers), but microwaves may be used if disinfected between each use and hand sanitizer is available nearby
- Optional—Describe other measures (e.g., providing senior-only hours):

### INDUSTRY-SPECIFIC DIRECTIVES

- Ensure that you have read and implemented the attached list of requirements.
- In addition to complying with the Social Distancing Protocol, many businesses must comply with additional, industry-specific directives. Go to [www.sfdph.org/directives](http://www.sfdph.org/directives) and check to see if your business is subject to one or more additional directives. For each one, you must review the Health and Safety Plan (HSP) requirements and post an additional two-page checklist for each one that applies. In the event that any directive changes the requirements of the Social Distancing Protocol, the more specific language of the directive controls, even if it is less restrictive. Check this box after you have checked the list and posted any other required HSP.

\* Any additional measures may be listed on separate pages and attached.

**City and County of San Francisco Health Officer Order Appendix A - Attachment  
Handout for Personnel (Employees, Contractors, Volunteers) of Essential Business and  
Other Businesses Permitted to Operate During the Health Emergency (May 18, 2020)**

Any business or entity that is subject to a Health Officer Directive to which this handout is attached (each "Business") must give a copy of this handout to Personnel who work in the City outside their household during this emergency. Go to [www.sfgcdcp.org/covid19](http://www.sfgcdcp.org/covid19) for more info or a copy of this form.

**All Personnel:** If you work outside your household in the City during this local health emergency, you may qualify for a free test for the virus that causes COVID-19, even if you have no symptoms. Contact your healthcare provider or go to **CityTestSF** at <https://sf.gov/get-tested-covid-19-citytestsf> to sign up for a free test.

**Part 1 – You must answer the following questions before starting your work every day that you work.**

You may be required to provide the answers in person or via phone or other electronic means to the Business before the start of each shift. If any answers change while you are at work, notify the Business by phone and leave the workplace.

1. Within the last 10 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
2. Do you live in the same household with, or have you had **close contact\*** with someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus?

If the answer to either question is "yes", do not go to work and follow the steps listed in **Part 2** below.

3. Have you had any one or more of these symptoms today or within the past 24 hours, which is new or not explained by another reason?

- Fever, Chills, or Repeated Shaking/Shivering
- Cough
- Sore Throat
- Shortness of Breath, Difficulty Breathing
- Feeling Unusually Weak or Fatigued
- Loss of Taste or Smell
- Muscle pain
- Headache
- Runny or congested nose
- Diarrhea

If the answer to Question 3 is "yes", do not go to work and follow the steps listed in **Part 3** below.

**Part 2 –**

- If you answered **yes to Question 1:** you are subject to the Health Officer Isolation Directive. Do not go to work. **Follow Isolation Steps** at: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>
- If you answered **yes to Question 2:** you are subject to the Health Officer Quarantine Directive. Do not go to work. **Follow Quarantine Steps** at: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>
- Do not return to work until the Isolation or Quarantine Steps tell you it is safe to return!
- The meaning of **\*Close Contact** is explained in this document: <https://www.sfgcdcp.org/Isolation-Quarantine-Packet>

**Part 3 – If you answered yes to Question 3:**

You may have COVID-19 and **must be tested for the virus** before returning to work. Without a test, the Business must treat you as being positive for COVID-19 and require you to stay out of work for at least **10** calendar days. In order to return to work sooner and to protect those around you, you must get tested for the virus. Follow these steps:

1. Contact your usual healthcare provider about getting tested for the virus, or sign up for free testing at CityTestSF <https://sf.gov/get-tested-covid-19-citytestsf>. If you live outside the City, you can check with the county where you live, get tested by your usual healthcare provider, or use CityTestSF.
2. Wait for your test results at home while minimizing exposure to those you live with. A good resource is <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- If your result is positive (confirms that you have the virus) go to **Part 2** above and follow **Isolation Steps**.
- If your result is negative, do not return to work until you have had at least 3 days in a row without fever and with improvement in your other symptoms. Consult with your healthcare provider to decide.

If you have questions about any part of this Handout, please see FAQs at [www.sfgcdcp.org/covid19](http://www.sfgcdcp.org/covid19) under "Isolation & Quarantine Directives" or call 3-1-1