

### 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:* San Francisco Recreation and Park Dept Click or tap here to enter text.

*Contact name:* RPD Info Click or tap here to enter text.

*Facility Address:* All SFRPD Tennis Courts Click or tap here to enter text.

*Contact telephone:* RPDInfo@sfgov.org Click or tap here to enter text.

*(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 When Required
- 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 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 patrons 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
- n/a  Separate all desks or individual work stations by at least six feet
- n/a  Place markings in patron line areas to ensure six foot social distancing (inside and outside)
- n/a  Provide for contactless payment systems or, if not feasible, disinfect payment systems regularly. Describe: Click or tap here to enter text.
- n/a  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: [Click or tap here to enter text.](#) Singles only tennis unless members of same household
- Separate order areas from delivery areas or similarly help distance patrons when possible n/a
- Optional—Describe other measures: [Click or tap here to enter text.](#)

### **SANITIZING MEASURES** patrons instructed to bring own sanitizer and wipes to public facility

- n/a  Regularly disinfect high touch areas, and do so continuously for surfaces patrons touch (countertops, payment systems, pens, and styluses)
- n/a  Provide disinfecting wipes that are effective against SARS-CoV-2 near shopping carts, shopping baskets, and high-touch surfaces and provide hand sanitizer
- n/a  Have Personnel disinfect carts and baskets after each use
- n/a  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
- n/a  Disinfect break rooms, bathrooms, and other common areas frequently, on the following schedule:
  - Break rooms: [Click or tap here to enter text.](#)
  - Bathrooms: [Click or tap here to enter text.](#)
  - Other: [Click or tap here to enter text.](#)
- n/a  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
- n/a  Prohibit patrons from bringing their own bags, coffee mugs, or other reusable items
- n/a  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): [Click or tap here to enter text.](#) Bring own balls and do not touch opponents balls

### **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.