



FROM: Mayor London N. Breed and City Administrator Carmen Chu
TO: Department Heads
RE: New Update to City Offices COVID-19 Safety Protocol
DATE: June 23, 2021

This memo updates the guidance for City facilities issued to departments on June 11, 2021, based on recent changes to workplace safety regulations approved by Cal/OSHA on June 17, 2021, Governor Newsom's Executive Order accelerating the effective date of those revised regulations, and the *COVID-19 Vaccination and Face Covering Requirements at Work COVID-19 Prevention* policies issued by the San Francisco Department of Human Resources on June 23, 2021.

To recap, the June 11th memo provided a summary of key health and safety changes that took effect June 15, 2021, as well as a description of additional measures required for City facilities pending updated guidance from Cal/OSHA. While we suggest you review that memo, we have included a summary of changes which will remain unchanged here, including:

- No capacity limits on businesses, gatherings, or activities;
- Health and safety plans are no longer required, with narrow exceptions;
 - Please note that Cal/OSHA continues to require a written COVID-19 prevention plan for all public and private employers ([Cal/OSHA Guidance](#));
- Symptom check requirements have eased but remain in place. Departments should continue to have employees perform a COVID-19 symptom self-assessment prior to entering the workplace each day, but that symptom check may occur at home prior to an employee's arrival at the workplace;
- COVID-19 signage requirements have eased and are limited to just two signs:
 - All businesses and government agencies will be required to post a single sign that provides this message: Get vaccinated; Stay home if sick and talk to your doctor; Wear a mask for added protection; Maximize fresh air; Clean your hands. A template sign to post can be found online as part of the Outreach Toolkit ([COVID-19 Toolkit](#));
 - Employers are required to post a sign in employee break rooms encouraging employees to get vaccinated ([Get Vaccinated](#));
- Ventilation - all businesses and governmental entities with indoor operations are urged to review the Ventilation Guidelines and implement ventilation strategies for indoor operations as feasible. There may be separate ventilation requirements that apply to particular settings under federal, state, or local law. Ventilation is discussed as part of DPH's Core Guidance for COVID-19 ([Core Guidance](#)). DPH also has a Ventilation Guidance Worksheet for Improving Ventilation in Indoor Spaces which can help departments conduct a review ([Ventilation Guidance Worksheet](#)).

In addition, based on recently updated State guidance, we will fully align with the health and safety guidance set forth in San Francisco's *Encouraging COVID-19 Vaccine Coverage and Reducing Disease Risks (Safer Return Together)* Health Order ([Health Order](#)). Impacts to the operation of City facilities include:

- Removing all physical distancing requirements, except in limited instances;
- Face coverings:
 - **Starting on Tuesday, July 6**, removing the face covering requirement indoors for fully vaccinated employees who have verified their vaccination status (please review DHR's *Face Covering Requirements at Work COVID-19 Prevention* policy for details);
 - Please note, local, State, and Federal rules continue to require face coverings in certain limited settings including healthcare, long-term care, public transit, correctional and shelter facilities;
 - Removing the face covering requirement indoors for fully vaccinated members of the public entering City facilities **effective as of Tuesday, July 6**.

Finally, the COVID-19 Department Q & A Session originally scheduled for Friday, June 18 to overview updates and answer questions has been rescheduled to Thursday, June 24 at 2:00 pm. Representatives from the Department of Human Resources will also be in attendance to present an update and help address questions. An invite for this online meeting will be sent out shortly.