



SF Environment
Our home. Our city. Our planet.
A Department of the City and County of San Francisco

London Breed
Mayor

Deborah O. Raphael
Director

Dear Client,

To keep our community safe while conducting our site visit during the COVID-19 pandemic, SF Environment asks that you read and agree to the following safety guidelines. *Information regarding COVID is evolving and this framework will be updated accordingly.*

During our visit, SFE staff will:

1. Properly wear a facemask or face covering at all times during the site visit.
2. Wash or sanitize hands upon arrival, after touching any potentially contaminated surfaces, and at the end of the site visit.
3. When talking to a large group or making announcements, maintain 12 feet distance between speakers from all others while they are speaking or presenting to the entire group for an extended period of time (to support increased spacing while consistently speaking loudly). This may be applicable if staff wish to make an announcement to attendees as they wait in line.
4. While seated or standing in a fixed location, maintain 9 feet distance with others.
5. Maintain 6 feet of distance with all individuals in the building, whenever possible. In situations where this is not possible, SFE staff will wear additional PPE.
6. Refrain from reviewing documents on-site, unless necessary.
7. Avoid sharing equipment such as pens, clipboards, or other tools. If these items must be shared, disinfect between users.
8. Refrain from entering spaces with you where 6 feet of distance would be impossible to maintain (ex. walk-in refrigerator or small elevator). If inspection of a small space is necessary, staff will enter alone.
9. If visiting a housing site, ask whether there is a mask policy for residents in common spaces. If no such policy is in place, an in-person visit will not be conducted. SFE staff will not enter individual residences.
10. If conducting business indoors and no social distancing is being maintained or staff feel they are unsafe in any way, refrain from entering.
11. Discuss any next steps while outside or virtually.

Before our site visit, please:

1. Follow all safety precautions outlined in the San Francisco Health [Orders](#) and [Directives](#), including, but not limited to:
 - a. Conduct health screenings of your employees and contractors.
 - b. Ensure your Social Distancing Protocol is being practiced.
 - c. Require all individuals to properly wear face coverings in shared/common areas.
2. Confirm with SFE staff upon request that employee health checks, masking, social distancing and ventilation measures are in place before your site visit.
3. Schedule the site visit during a time when there are few employees or clients.
4. Increase the ventilation within your facility:
 - a. Ensure your ventilation system is operating properly, and filters are properly installed and maintained.

- b. Open windows and doors as much as possible to increase outdoor/indoor air exchange.
5. Ensure targeted use of [disinfectants](#) and [routine cleaning](#) on hard surfaces and objects frequently touched by multiple people (e.g., doorknobs, handrails, benches).

During our site visit:

1. At the beginning of the site visit you may be asked to step outside to confirm that a protocol for health checks and social distancing are in place.
2. Limit the number of employees while SFE staff are on site.
3. Ensure all individuals present are properly wearing facial coverings.
4. Limit the use of shared items (electronics, games, props) when presenting/educating.
5. After the site visit, next steps will be reviewed with you outside or virtually.
6. Cancel the site visit ahead of time if anybody in the workplace is experiencing COVID-19 symptoms, or if you are unable to comply with any of the above safety guidelines. SFE staff will cancel the site visit upon arrival if they find that these guidelines are not in place.

Please let me know whether you will be able to comply with the safety precautions noted above. If you are unable to, we will reschedule our visit.

Sincerely,

[Your Name]

[Your Title]