



Social Distancing Protocol for Businesses

Business name: St. Stephen Preschool

Facility address: 473 Eucalyptus Drive San Francisco, CA 94131

Approximate gross square footage of space open to the public: _____

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business

Signage

- Signage at each public entrance of the facility to inform all personnel and customers that they should: avoid entering the facility if they have a cough, fever, or other COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one’s elbow; wear a face covering, as required; and not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures to protect personnel health

Check all that apply to the facility:

- Everyone who can carry out their work duties from home has been directed to do so.
- All personnel have been told not to come to work if sick.
- Symptom checks are being conducted before personnel may enter the work space.
- Personnel are required to wear a face covering, as required by Order No. C19-12.
- All desks or individual work stations are separated by at least 6 feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Break rooms:
After each use

Bathrooms:
Adult bathroom: After every use
Children’s bathrooms: throughout the day as needed, after any toilet accidents, 10 am, 12, 1:30, 3:30, 5pm, 8pm

Other: All areas, supplies, and toys are cleaned and disinfected frequently throughout the day

- Disinfectant and related supplies are available to all personnel at the following location(s):**
Each space has a box of cleaning supplies including disinfecting wipes, gloves, hand sanitizer, a bottle of soap cleaning solution, a bottle of bleach cleaning solution (made fresh every morning), paper towels, touchless thermometer, alcohol wipes. Extra supplies on site. _____



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- Hand sanitizer effective against COVID-19 is available to all personnel at the following location(s):
At least one bottle of hand sanitizer available in each space and in each temperature screening box
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- Soap and water are available to all personnel at the following location(s):
One bathroom for each space, one sink in the kitchen, one additional bathroom for staff
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- Copies of this Protocol have been distributed to all personnel.

- Optional—Describe other measures:
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Measures to prevent crowds from gathering

Check all that apply to the facility:

- Limit the number of customers in the store at any one time to _____, which allows for customers and personnel to easily maintain at least 6-foot distance from one another at all practicable times.
 - Post personnel at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
 - Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:
n/a
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- Optional—Describe other measures:
No visitors inside the Preschool
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Measures to keep people at least 6 feet apart

Check all that apply to the facility

- Placing signs outside the store reminding people to be at least 6 feet apart, including when in line.
 - Placing tape or other markings at least 6 feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
 - Separate order areas from delivery areas to prevent customers from gathering.
 - All personnel have been instructed to maintain at least 6 feet distance from customers and from each other, except personnel may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
 - Optional—Describe other measures:
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Measures to prevent unnecessary contact

Check all that apply to the facility

- Preventing people from self-serving any items that are food-related.
 - Lids for cups and food-bar type items are provided by personnel; not for customers to grab.
 - Bulk-item food bins are not available for customer self-service use.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
Describe:

- Optional—Describe other measures (e.g., providing senior-only hours):

Measures to increase sanitization

Check all that apply to the facility

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Personnel are assigned to disinfect carts and baskets after each use.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else where people have direct interactions.
- All payment portals, pens, and styluses are disinfected after each use.
- All high-contact surfaces are disinfected frequently.
- Optional—Describe other measures:

* Any additional measures not included here should be listed on separate pages and attached to this document.

You may contact the following person with any questions or comments about this protocol:

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