Appendix A: Social Distancing Protocol

Business name: University of San Francisco
Facility Address: 2130 Fulton Street
Approximate gross square footage of space open to the public: This Facility is currently closed to the public. The University of San Francisco is deemed an Essential Business under Subparagraph 13-f-xv: Educational institutions to include universities for purposes of facilitating distance learning.

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 employees and customers that they should: avoid entering the facility if they have a cough or fever; 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; 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 Employee 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 employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the workspace.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule: Daily prior to 8am
  - Bathrooms: Daily prior to 8am
- Disinfectant and related supplies are available to all employees at the following location(s): Calling Custodial Services at x6126.
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Entrance at each building
- Soap and water are available to all employees at the following location(s): Restrooms and breakrooms
- Copies of this Protocol have been distributed to all employees.

You may contact the following person with any questions or comments about this protocol:
Name: Craig Petersen  Phone number: 415-422-4231