

Creating a Prevention Plan for Higher Education Programs Offering Indoor Instruction and Programs

updated March 22, 2021

For higher education programs offering indoor instruction during the COVID-19 pandemic, it is required that a prevention plan be created and implemented according to the steps below. A copy of the Prevention Plan must be made readily available to students, personnel, and SFDPH. This can be done by posting a copy on the website for the Higher Education Program or by making hard copies available.

Education Programs that complete the Prevention Plan and posting requirements may begin operations without pre-approval by SFDPH. Higher Education Programs offering indoor classes or programs remain subject to periodic audit by SFDPH, including onsite inspection and review of health and safety plans. Higher Education Programs must permit SFDPH inspectors access to their facilities in the event an onsite inspection is requested.

Program Information

Name of Higher Education Program:

Program point of contact

Name: _____

Phone #: _____ Alternate Phone #: _____

Email: _____

Prevention Plan Required Items

The list below lays out the required elements of your program's prevention plan. Ensure that all elements are included and indicate which page of the plan they can be found on in the spaces provided.

- The Higher Education Program must give written notice containing the following language to all Personnel and students that will participate in on-campus programing:

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms ("pre-symptomatic"), and many are contagious without ever developing symptoms ("asymptomatic"). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

The decision by the Health Officer to allow institutions of higher education and other adult education programs to resume operations does not mean that participating in or attending classes or other programs in-person is free of risk. Participating in in-person instruction could increase your risk of becoming infected with COVID-19.

Each person must determine for themselves if they are willing to take the risk of participating in in-person programs, including whether they need to take additional precautions to protect their own health or the health

of others in their household. You should particularly consider the risks to household members who are adults 60 years or older, or anyone who has an underlying medical condition. If you have an underlying medical condition, you may want to discuss these risks with your health care provider.

More information about COVID-19 and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

Found on page # _____

- Specify the in-person class(es) the program plans to offer indoors

Found on page # _____

- Higher Education Programs offering indoor classes or programs must evaluate the facility to determine the number of people (including students and instructors) who may safely fit inside at any time while ensuring proper social distancing and other restrictions as required by this Directive and the Stay-Safer-at-Home Order, including the requirement that all students remain at least six-feet from each other at all times.

Found on page # _____

- A description of protocols for airing out and cleaning classroom spaces and equipment

Found on page # _____

- A completed "Cleaning and Ventilation Protocols Questionnaire."

Found on page # _____

- A description of a plan for educating students about COVID-19 risks and mitigation strategies

Found on page # _____

- A statement of how the Higher Education Program intends to address violations of COVID-19 safety protocols by students and Personnel

Found on page # _____

- Provide a Health and Safety Plan which covers:

- cleaning
- social distancing
- maintaining stable cohorts
- face covering
- health screening
- other procedures that will be implemented to minimize the risk of transmission

Found on page # _____

- Include protocols for addressing an outbreak among students or Personnel as required by SFDPH guidelines. For more details, see: <http://www.sfdcp.org/covid19-positive-workplace>.

Found on page # _____

- Create a statement from the operator of the Higher Education Program that recognizes the risks inherent in holding indoor classes and will be responsible for taking all necessary precautions to mitigate the risk of transmission to the greatest extent possible.

Found on page # _____

Cleaning and Ventilation Protocols Questionnaire

Name of Facility: _____

1) Fogger or powered sprayer applications may result in lingering airborne chemical aerosols. **If fogger or powered sprayer applications of cleaning and/or disinfection agents will be performed**, please answer the following:

- a) Please identify when these units will be used.

- b) If students or faculty are present when the equipment is used please identify what safety measures will be used to prevent exposures.

- c) Please identify how employees operating equipment have/will be trained on safe use of the equipment and what PPE will be used.

2) **If any of the following chemicals are used**

- Sodium hypochlorite (chlorine bleach) – *respiratory tract irritant, asthma trigger*
- Sodium dichloroisocyanurate – *can release a mixture of chlorine compounds people interpret as “chlorine gas”, respiratory tract irritant.*
- Thymol (powered spray or fogger applications only) – *classified by some sources as an asthmagen.*

please answer the following:

- a) How will these chemicals be applied?

 - b) Will these chemicals be applied while student or faculty are present?

 - c) What measures will be taken to prevent exposures?

 - d) Have you considered alternate disinfectants?
- 3) **If your building(s) have mechanical ventilation**, please answer the following:
- a) Have fans been set to operate continuously during occupied hours (plus 2 hours at the end of the day)? If not feasible, explain why.

 - b) Have ventilation systems been set to run on 100% outside (fresh) air? If not feasible, explain why.

- c) What are the MERV ratings of ventilation system filters? If not MERV 13 or greater, why not?

- d) Can the fans be adjusted to run continuously during occupied hours (plus 2 hrs after the end of the day)? Fan operation should **not** be based on temperature measurement.

- 4) **If ventilation is provided via windows and/or doors**, please answer the following:
 - a) How will air exchange be maximized (examples: portable fans, push-pull systems, etc.)?

 - b) When the weather becomes more extreme (cold, rain) how will you continue to use windows and doors for ventilation?

- 5) **If Portable Air Cleaners (PACs) are going to be deployed**, please answer the following:
 - a) How many air changes per hour do you anticipate the (PACs) will provide?

 - b) How was this value (number of air changes) derived (CADR, volumetric flow, etc.)?

 - c) Can the PACs be operated for at least 2 hours after the space was occupied?

- 6) **If in the past month building occupancies have been less than 70% of planned student and staff levels** please answer the following:
 - a) Has the water system been flushed in the past week?

 - b) How will you prevent out-of-service water fountains and sinks from becoming dead legs?

This form was prepared by:

Name: _____

Phone: _____

Email: _____



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Education Programs that complete the Prevention Plan and posting requirements may begin operations without pre-approval by SFPD. Higher Education Programs offering indoor classes or programs remain subject to periodic audit by SFPD, including onsite inspection and review of health and safety plans. Higher Education Programs must permit SFPD inspectors access to their facilities in the event an onsite inspection is requested.

Prevention Plan Required Items

The list below lays out the required elements of your program's prevention plan to be completed in the following pages. Ensure that all elements are addressed in full detail.

- Develop a plan for limiting contact between students, faculty, and other personnel.
- Clearly define rules and practices around personal protective equipment and sanitary measures to mitigate the risk of virus transmission.
- Determine how your organization will monitor for possible outbreaks and what the response plan will be should one occur amongst students or personnel.
- Provide a hard copy or link to the completed plan to all students, personnel and to the San Francisco Department of Public Health.

Prevention Plan for Higher Education Programs

Staying safe while offering indoor instruction or programs

Program Information

Name of Higher Education Program:

Program point of contact

Name: _____

Phone #: _____ Alternate Phone #: _____

Email: _____

A copy of the following plan must be provided to all personnel and students that will participate in on-campus programming and to the San Francisco Department of Health. In the space below, provide a URL where a digital copy can be found:

Link to online copy: _____

The collective effort and sacrifice of San Francisco residents staying at home limited the spread of COVID-19. But community transmission of COVID-19 within San Francisco continues, including transmission by individuals who are infected and contagious, but have no symptoms. Infected persons are contagious 48 hours before developing symptoms (“pre-symptomatic”), and many are contagious without ever developing symptoms (“asymptomatic”). Pre-symptomatic and asymptomatic people are likely unaware that they have COVID-19.

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More information about COVID-19 and those at higher risk for serious illness is available on the Centers for Disease Control and Prevention website at <https://www.cdc.gov/coronavirus/2019-ncov/>.

Section 1 – Limiting Contact

Evaluate the facility to determine the number of people (including students, instructors, and other personnel) who may safely fit inside at any time while ensuring proper social distancing and other restrictions as required by the [Stay-Safer-at-Home Order](#), including the requirement that all students remain at least six-feet from each other at all times.

of people allowed inside simultaneously: _____

Provide notes in the space below for any areas with specific occupancy limits and requirements (eg. specific classrooms, workspaces, offices and common areas):

Provide notes in the space below for how you will ensure social distancing protocol is followed in frequently used public areas such as restrooms, elevators and hallways:

If you are implementing a program for your students to maintain distinct and stable cohorts, describe it in the space below:

Describe any other measures your organization will undertake to minimize the risk of virus transmission:

Section 2 – Cleaning Measures

Describe protocols for airing out and cleaning classroom spaces and equipment:

Describe protocols and scheduling for cleaning restrooms:

Describe any additional sanitary measures or practices that will be adopted to ensure that the risk of virus transmission is mitigated:

Complete and attach the “Cleaning and Ventilation Protocols Questionnaire”.

Section 3 – Individual Protective Measures

Provide a description of your program’s plan for educating students about COVID-19 risks and mitigation strategies:

Detail your organization’s policies around facial coverings, consulting posted [San Francisco Department of Health guidelines](#):

Detail your organization's policies around health screening and attendance policies for students or personnel who exhibit symptoms or may have been exposed to COVID-19:

Provide a statement of how violations of COVID-19 safety protocols by students or personnel will be addressed:

Section 4 – Testing & Emergency Protocol

Review the “Preliminary Guidance for Institutions of Higher Education and Other Adult Education Programs for In-Person Instruction” at www.sfcdcp.org/highereducation and prepare a proposal for PCR COVID-19 surveillance testing of students and staff who will be present in the facility, or an explanation of why no testing is necessary in the specific circumstances:

Detail specific protocols for addressing an outbreak among students or Personnel as required by SFDPH guidelines (for more details, see: <http://www.sfcdcp.org/covid19-positive-workplace>):

Create a statement from the operator of the Higher Education Program that recognizes the risks inherent in holding indoor classes and assumes responsibility for taking all necessary precautions to mitigate the risk of transmission to the greatest extent possible: