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District Attorney

San Francisco District Attorney's Office

COVID-19 Health and Safety Plan

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- Department: San Francisco District Attorney
- Confirmation that the Department Head has reviewed and approved the submitted Health and Safety Plan:

I, Chesa Boudin, District Attorney, have reviewed and approved the submitted plan:

(signature)

07/23/20

(date)

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- Worksite Safety Plan Monitor:  
Jessica Geiger, Facilities Manager; [Jessica.Geiger@sfgov.org](mailto:Jessica.Geiger@sfgov.org); 415-264-9890

## PURPOSE

The San Francisco District Attorney’s Office is committed to providing a safe and healthy workplace for all our staff and members of the public seeking our services. We have developed this Health and Safety Plan to help prevent the spread of COVID-19 in the workplace by outlining the specific safety measures instituted by our department. As a public safety department and essential service provider of critical City operations, the San Francisco District Attorney’s Office has been operational throughout the shelter in place order. The health and safety measures in this plan have been implemented on an ongoing basis since the order was issued. This plan will continue to evolve as the City and State’s guidelines evolve as well.

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### A. MEASURES TO PROTECT EMPLOYEE HEALTH

#### 1. Worksite Safety Plan Monitor

- The San Francisco District Attorney’s Office has a designated Worksite Safety Plan Monitor during hours employees are present in the worksite:  
Jessica Geiger, Facilities Manager; [Jessica.Geiger@sfgov.org](mailto:Jessica.Geiger@sfgov.org); 415-264-9890

#### 2. Employee Health Screening Requirement

- Employees are directed to conduct a self-screening health certification prior to their initial arrival at the worksite each day. Prior to entry into the worksite all employees will undergo the following preventive measures:
- **Symptom Checks**- Employees at this worksite have been advised of the following symptom check requirements:
  - Self-screening Questionnaires - Policy in effect June 15, 2020
  - Questionnaire must be completed daily prior to leaving for work. Employee shall notify supervisor via email only whether they passed or did not pass; employee shall not submit questionnaire to supervisor.
  - **Temperature Screening** – Self-service stations for temperature screening will be made available at the worksite. Employees who do not have access to a thermometer at home may use the Department screening station.

- **Confidentiality** --Information obtained from an employee in response to health screenings is confidential medical information; therefore, the department will not receive or retain screening records or disclose screening results.
- **Did Not Pass Result** -- upon a did not pass result, supervisors will instruct employees not to report to work, consult with their medical provider and interact with Department HR staff on appropriate procedures to return to work

3. **Hygiene Supplies**- This worksite provides the following hygiene supplies to staff:

- a. Hand sanitizer;
- b. Disinfectant wipes and or spray;
- c. Sanitation stations at entrances and throughout the worksite;
- d. Masks (when employee does not have one);
- e. Gloves (as appropriate).

4. **Personal Protective Equipment (PPE)**- Consistent with the Citywide Public Health Officer Order, persons entering the worksite must wear face coverings. Face coverings are required unless an employee is working alone in an office. Employees must wear face coverings while accessing common areas. Additionally, employees at this worksite have been advised of the following PPE requirements:

- a. The Department will supply cloth face coverings to each employee.
- b. Other face coverings, such as N95 and surgical masks and additional PPE are available if necessary, to complete department operations.
- c. Replacement PPE may be requested through the [SFDA-OfficeSupplies@sfgov.org](mailto:SFDA-OfficeSupplies@sfgov.org) email address.

5. **Physical/Social Distancing Measures in the Worksite**

**Workstation Distancing**- In accordance with Centers for Disease Control (CDC) and California Department of Public Health (CDPH), this worksite has implemented the following protocols to promote six-foot distancing for employees while at their workstations:

- a. Measured cubicle workstations to ensure and accommodate the six-foot distancing, and rearranged equipment as needed;
- b. Set floor markings indicating 6' intervals to promote appropriate distancing;
- c. Arranged for greater number of staff working remotely to limit staff in office;
- d. Staggered work shifts where possible to decrease the number of staff in the office at the same time.

6. **Telecommuting**- Telecommuting has been largely adopted by the Department. The Department is close to achieving 70% of staff being able to telecommute at least once a week with most telecommuting at least 3 days out of the week.
7. **Maximum Occupancy**- Department management has reviewed existing maximum occupancy limits throughout this worksite and provided signage showing the following changes to allow for proper physical/social distancing while the room is in use:
  - a. Conference rooms and break rooms implemented maximum occupancy of 50% with individuals seated at every other seat when virtual conferencing is not available.
8. **Elevator Use**- Building Management has reviewed the current maximum occupancy limits for elevators throughout this worksite and provided signage showing the following changes to the number of people who can use the elevator at one time:
  - a. Elevator- limit the use to 2 persons at a time.
9. **Visual physical/social distancing indicators**- Employees at this worksite are regularly reminded to maintain six-foot distancing between one another.
  - a. Signage has been posted in areas such as the lobby and other common spaces. Tape markings have been placed on the floor to designate appropriate distancing where people are known to congregate.
10. **Meeting Alternatives**- To minimize unnecessary contact among staff, this worksite has implemented the following alternatives to traditional in-person meetings:
  - a. Zoom, Microsoft Teams, Skype, conference call line.
11. **Break Area Use**- Department management has developed the following protocols specific for the use of break room facilities:
  - a. Breakrooms - limited to use by the number of tables, i.e. 3 tables equal 3 people at one time.
  - b. Appropriate signage has been posted in a visible area by each break area in the worksite.
  - c. The use of tables and chairs in the break area have been limited to accommodate six-foot distancing requirements.
  - d. Employees are encouraged to eat during breaks & lunch in their offices or own work areas to allow the maximum use of common areas.
12. **Food Sharing**- Department management has informed staff in this worksite to temporarily suspend all food sharing to include potlucks and buffet style events.

13. **Vendor Access-** Department management has evaluated the number and type of vendors which require access to the worksite and notified each vendor of the following requirements when accessing the worksite:
- a. Face covering are mandatory for all vendors entering the worksite;
  - b. Appropriate signage is posted at all entrance/exits where vendors travel.

## **B. MODIFIED DEPARTMENTAL PROCEDURES**

### **14. Assisting Members of the Public**

**Service Limitations-** The following service limitations have been implemented:

- a. Lobby areas have been posted with the appropriate signage on occupancy and distancing with mask requirement;
- b. Victim Services will operate on an appointment-only basis and will have virtual meetings with clients as the primary method of service delivery; in person meetings only scheduled when absolutely necessary;
- c. When required for victims and witnesses to make in office appearances, masks will be provided to visitors as appropriate;
- d. Members of the public seeking assistance will be asked to comply with all health and safety requirements to receive service.

### **15. Public Contact Areas- The following changes to public contact areas have been implemented in this worksite:**

- a. Installed sanitation station at front counter, installed clear shields on security personnel desks and podiums, limited number of people allowed in lobby/waiting area, installed floor markings to accommodate six-foot distancing requirements, and provide disinfecting supplies in areas where members of the public access pens and other equipment.

### **16. Court Appearances**

All court appearances eligible for remote appearance by video should be made via the court approved teleconferencing app, as the preferred method for making a court appearance. Attorneys must keep up to date on the court's current guidelines and requirements for remote appearances. At this time most court proceedings are being conducted remotely. Appropriate courtroom attire is required when appearing by video.

For employees who are required to make an “in person” appearance in court, the wearing of a mask is mandatory. Employees should endeavor to maintain the appropriate physical distance

within the public areas of the courthouse and within courtrooms as well. Employees required to appear in person in court shall follow any additional rules established by the court.

#### **17. Employee Communication/Training**

- Employees will be notified of COVID related information primarily through e-mail correspondence. Employees have also been notified through the use of apps like Regroup and Nintex;
- Additional information will be communicated to Department managers and supervisors through Zoom or Teams so that they can in turn disseminate information directly to their teams;
- Employees in this worksite have received guidance on COVID-19 prevention through the Department of Human Resources. Those communications have including recognizing common symptoms, requirements around personal protective equipment, importance of physical/social distancing, safety precautions and refraining from reporting to work when ill. The information also provides guidance on seeking medical attention and general information regarding COVID 19;
- Employees have received instructions on how to complete mandatory self-screening requirements prior to entering the workplace each day.

#### **18. Facility Maintenance/Cleaning**

- **To ensure proper cleaning of this worksite in accordance with CDC and/or CDPH guidance, the following cleaning protocols/schedule has been implemented in this worksite:**
- Complete restroom cleaning- daily, for high traffic area restrooms, twice a day if necessary.
- Door handles/knobs and other common areas cleaned- daily, for high traffic areas, twice a day if necessary.
- Upon notification of a positive COVID-19 case with a Department employee, that employee’s space will be sanitized in accordance with the CDC guidelines.

#### **19. Field Contacts**

- All employees should avoid in-person field contacts when possible. Contact by telephone or teleconferencing is recommended. When required to make contact in

person, maintain appropriate physical distancing and wear a mask when contacting members of the public.

- Consider use of N95 respirators and/or gloves when the situation represents a heightened risk of exposure such as visiting facilities with concentrated occupancy (jails, police stations, prisons, health care facilities).

## **20. Fleet Vehicle Use**

- Protocols for the use of departmental fleet vehicles include:
- Assigned Vehicles - If a vehicle is assigned to a single employee user, the employee should continue to clean the vehicle appropriately. Disinfectant and related supplies are available for each vehicle.
- Shared Vehicles - Disinfectant and related supplies should be made available for each vehicle. If a vehicle is used by more than one (1) employee, each user should thoroughly clean/disinfect all contact surfaces including but not limited to:
  - a. Steering wheel
  - b. Gear shift
  - c. Seat belt fastener
  - d. Radio, thermostat and other dashboard controls
  - e. Door handles inside and out and the trunk open/close control
  - f. Window controls
  - g. Glove box
  - h. Fuel cap and any plug-in devices.

## **21. Meetings**

- All employees are discouraged from having in-person meetings. Even if participating in a meeting at the office, meetings should be conducted by phone or through the use of Zoom, Microsoft Teams, Skype or other teleconferencing applications. Employees are to maintain a professional appearance in meetings held by teleconference.
- Meetings with victims and witnesses should also occur by phone or teleconferencing applications where feasible. We should minimize meeting with victims or witnesses personally in the field, or having victims or witnesses come into the office.

## **22. Transporting of Public**

Transporting of members of the public is discouraged. If a victim or witness must be transported in a vehicle, all parties must wear masks. Utilizing private transportation or taxi transportation is preferable for witnesses and victims.

### **23. Travel and Training**

All non-essential travel and off-site training is curtailed without express approval from the District Attorney or authorized designee. Requests for essential travel must be submitted in advance and approved by the District Attorney or authorized designee utilizing the SFDA Travel and Training Request Form. When on essential travel, employees should utilize personal protective equipment, avoid public transportation when possible, and review and follow all CDC and local guidelines.

### **24. Visitors and Outside Vendors**

During this pandemic the Department has limited visitors to our offices. All visitors, including law enforcement and outside vendors allowed admittance into the lobby area, shall wear a face mask and observe social distancing. Masks will be provided if needed. Any visitor refusing to wear a mask without indicating a medical condition that restricts their use of a mask will be refused entry. Children under the age of two shall be exempted as allowed in current guidance.

## **C.GUIDANCE FOR EMPLOYEES ON COVID-19 RESOURCES**

Information for Employees on COVID-19 Exposures in the Worksite

- All suspected COVID-19 worksite exposures will be addressed in accordance with the City and County of San Francisco Protocols for Potential Exposure of COVID-19 in the Workplace distributed by the Department of Human Resources.
- The District Attorney's Office has regularly shared guidance with employees from the City and County of San Francisco on COVID-19 screening, resources, leaves and more. For more information, comprehensive guidance for city employees on COVID-19 can be found at <https://sfdhr.org/covid-19>.
- Employees who have concerns about compliance with COVID 19-related policies should contact SFDA-HRSupport@sfgov.org.
- Employees who are sick should notify their supervisor. They are encouraged to stay home to protect others from exposure and contact their healthcare provider for instructions. It is not necessary for the SFDA to notify other employees in this situation.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to Managing Exposure to COVID-19 Guidance for City Employees. The SFDA does not need to inform other employees of this potential exposure.
- The material below is based on the latest information from the Centers for Disease Control's Public Health Recommendations for Community Related Exposure and the San



Francisco Department of Public Health's What to do if Someone at the Workplace Tested Positive for COVID-19 and COVID-19 Close Contact Advisory.

- Known contact: If an employee has a close contact with a person with COVID-19 at any time beginning 48 hours prior to the individual showing symptoms to when the individual discontinues home isolation, the employee should follow the steps found in the Managing Exposure to COVID-19 Guidance for City Employees. For determining exposure, close contact is defined as being within 6 feet of the person with COVID-19 for at least 10 minutes. If an employee is determined as a close contact of a confirmed case, the SFDPH contact tracing team will be following up directly with the employee.
- Unknown Contact: If the employee has no known contact or is not a close contact as described above, employees are advised to:
  - a. Watch for symptoms: fever, cough, or shortness of breath
  - b. Take temperature if symptoms develop
  - c. Practice physical distancing
  - d. Maintain 6 feet of distance from others
  - e. Stay out of crowded places
  - f. Follow CDC guidance if symptoms develop
- The following applies in the circumstances where one or more employees are confirmed to have COVID-19 (they tested positive for COVID-19), and they were at the workplace in the 48 hours preceding the onset of symptoms or developed symptoms within 48 hours after leaving work. These instructions do not apply if the person confirmed with COVID-19 was not at the workplace during this timeframe.
- The office will maintain confidentiality as required by the Americans with Disabilities Act (ADA). This office will not reveal the identity of the employee with COVID-19 unless the employee gives permission to do so.
- Determine close contacts: To the extent possible, the office will use only readily available information (e.g., rosters, workspaces, information from the COVID+ employee) to identify who had close contact with the case. The office will not disclose the identity of the case in an effort to identify close contacts unless authorized to do so by the ill employee.
- The office will provide Close Contacts with the COVID-19 Close Contact Advisory available at [www.sfdcp.org/covid19](http://www.sfdcp.org/covid19). This requires close contacts to remain in quarantine for two weeks from the last exposure to the employee with COVID-19 and contains additional instructions.
- All others present at the workplace but not identified as close contacts will receive the General Exposure Advisory available at <https://www.sfdcp.org/covid19>. Advising them to self- monitor for symptoms for 14 days after the last day that the person diagnosed

with COVID-19 was at work and to contact a health care provider if they develop symptoms.

- For more information, comprehensive guidance for city employees on COVID-19 can be found at <https://sfdhr.org/covid-19>.

**D. DEPARTMENTAL RE-OPENING INFORMATION**

**25. OFFICE OF THE DISTRICT ATTORNEY WORKSITES**

Main Office	Hall of Justice Office	Juvenile Justice Center (JJC)	Community Justice Center (CJC)
Building Manager: CBRE Inc.	Building Manager: CCSF Real Estate Division	Building Manager: CCSF Juvenile Probation Department	Building Manager: CCSF Department of Public Health
350 Rhode Island St. North Building, 400N San Francisco, CA 94103	Hall of Justice Suites 207, 409, 452, 436 850 Bryant St. San Francisco, CA 94103	375 Woodside Avenue San Francisco, CA 94127	575 Polk Street, San Francisco, CA 94102

**26. WORKSITE EMPLOYEE INFORMATION**

SFDA Work Locations	Total Employees Assigned	Average Number Telecommuting	Average Number Currently On-Site	Planned Changes In next 12 months
Rhode Island	265	190	75	No changes
Hall of Justice	40	30	10	No changes
JJC	8	4	4	No changes
CJC	2	1	1	No changes

**27. PUBLIC FACING SERVICES AND IN-PERSON TRANSACTIONS**

In this section we will identify the public-facing services and/or in-person transactions the department will resume providing from each worksite, and how the department proposes to safely provide public facing services. This will include why each service requires an in-person transaction, the average daily number of public visitors expected at the worksite related to each service, if services will be phased in over a period of time, description of mitigation measures such as appointment scheduling, education, sanitation, signage, in accordance with safety protocols.

- The Office of the District Attorney intends to provide limited public-facing services by reopening the reception desk at the main office location at 350 Rhode Island Street.

Typically, the reception desk serves members of the public seeking information, victims of crime seeking services, and members of the defense bar seeking to deliver or retrieve case materials.

- In response to the pandemic, procedures were modified to provide most services remotely via electronic and/or telephonic services. However, some limited in-person services may still be required. For example, although our Victim Services Division has transitioned to appointment-based virtual meetings, there may be occasions when a Victim Advocate will meet in-person with a victim and victim's families. Similarly, although materials are provided to defense counsel digitally, there may be occasions where a defense attorney cannot access the online materials and will need to pick up hard copies in person from the Reception Desk. We expect these interactions to be few, but because of the sporadic nature we cannot provide an estimate of how many members of the public to expect on site.
- To mitigate potential exposure through these contacts, the DA's Office lobby has signage regarding social distancing and mask requirements, health check and sanitation stations, floor markings and glass dividers in place. All visitors will be required to observe protective measures and wear face coverings, to be provided as needed.
- The reception desk has a glass divider which separates employees from members of the public. Entry to the reception lobby is only available through the building lobby which is staffed by security personnel during business hours. The security personnel will not allow access to the reception area unless the members of the public follow face covering requirements. Building security also manages the number of people who gain access to the elevator and the 4<sup>th</sup> floor reception area, controlling points at which may become problematic for bottlenecks and the inability for the public to practice the appropriate physical distancing requirements.

**For more information on the District Attorney's Health and Safety Plan:**

- Contact person for questions about department's Health and Safety Plan:  
Sheila Arcelona, Assistant Chief Administration & Finance  
[Sheila.Arcelona@sfgov.org](mailto:Sheila.Arcelona@sfgov.org); 415-515-3664
- Worksite Safety Plan Monitor:  
Jessica Geiger, Facilities Manager; [Jessica.Geiger@sfgov.org](mailto:Jessica.Geiger@sfgov.org); 415-264-9890