



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 SFPD. 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 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.

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/>.

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.sfdcdp.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.sfdcdp.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: