

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.sfcdcp.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 # _____