

Community Living Campaign COVID-19 Policies

Please note: these policies are updated as of August 20, 2021. They subject to change based on any changes in guidance and regulations from the City & County of San Francisco, California, or the CDC.

FACE MASKS

Per the latest SF Health Order, everyone two years old and older must wear a well-fitted mask in indoor public spaces regardless of vaccination status.

Wearing a well-fitted mask adds a valuable layer of protection that lowers our risk of getting or spreading COVID-19. Rules about wearing masks at the CLC Office and other common workplaces are governed by [Cal/OSHA](#) and [Public Health Orders](#). **All CLC Staff (including employees, contractors, and volunteers) must wear a well-fitted mask in indoor work settings including shared motor vehicles, regardless of vaccination status.** You do not have to remain masked while actively eating or drinking or if you are alone in a private office or vehicle.

Fully vaccinated staff may work without masks outside; partially vaccinated and unvaccinated staff must wear a [well-fitted mask](#) both indoors and outdoors. We strongly recommend that partially vaccinated and unvaccinated staff wear well-fitted, non-vented N95 or equivalent masks. If you need masks, please contact olutola@sfcommunityliving.org.

HEALTH SCREENING QUESTIONS & TEMPERATURE CHECKS

Staff Self-Screening

Staff should continue to self-screen for COVID-19 symptoms before coming to work in-person. **If you are experiencing any symptoms that could be COVID-19, please do not come in to work.** Notify your program lead and olutola@sfcommunityliving.org, get a COVID test, and monitor your health at home (or seek immediate medical attention if your symptoms are more severe and/or you're at high-risk).

If you experience any symptoms, please follow the steps and guidance in the chart on page 5 before returning to work in person.

Self-Check: Have you had any symptoms listed below that are *new or different* from usual?

- | | |
|--|--|
| <input type="checkbox"/> Fever (100.4°F/38°C or higher) or chills | <input type="checkbox"/> Feeling out of breath or having a hard time breathing |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Nasal congestion or runny nose |
| <input type="checkbox"/> Headache | <input type="checkbox"/> Diarrhea, nausea or vomiting |
| <input type="checkbox"/> Sore throat | <input type="checkbox"/> Fatigue |
| <input type="checkbox"/> Loss of taste or smell that started in the last 10 days | <input type="checkbox"/> Muscle aches or body aches |

Note: if you have any of the following emergency symptoms, seek medical attention immediately: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone. See the [CDC symptoms and testing page](#) for more information.

Participant Self-Screening

We will continue to ask participants who have symptoms that could be COVID-19 to stay home. To best protect themselves and others, participants who are not feeling well should not attend in-person activities. However, we are no longer required to ask participants the health screening questions and/or employ temperature checks when participants arrive at a location.

PROOF OF COVID-19 VACCINATION

What Counts as Proof of Vaccination?

CLC follows San Francisco's guidance on proof of COVID vaccination. **Proof must show that someone is fully vaccinated, including two doses of Pfizer-BioNTech or Moderna or one dose of Johnson & Johnson/Janssen, AND be 2 weeks past their last vaccination date.** *A written self-attestation or declaration of vaccination status is not acceptable proof.* Acceptable forms of proof are:

- An original CDC vaccination card, a paper copy of the card, or a picture of the card on your phone
- Documentation from a healthcare provider
- A personal digital COVID-19 vaccine record issued by the State of California or from one of the private companies listed here: Clear Health Pass, VaxYes-with level 2 verification, or CommonPass with photo ID.
- Comparable government-issued vaccination documentation from another state or country, provided the vaccine is one on the [World Health Organization Emergency Use List](#).

CLC Program Participant Proof of Vaccination for Certain Activities

In compliance with San Francisco's Health Orders, all people in attendance at CLC indoor activities that include exercise and/or eating will be required to show proof of vaccination to participate. Per the Health Order, **participants must show an acceptable proof of vaccination (see above) as well as photo identification.**

Note: sites may choose to keep a list of vaccinated participants so that they do not need to re-verify each time *provided* that this list is treated as confidential health information and handled accordingly. For now, we are not keeping a centralized list of vaccinated participants across programs or locations.

We do not currently require proof of vaccination for indoor computer help, one-on-one meetings with ReServe applicants/ReServists, or other lower-risk indoor activities. **Participants and staff should continue to wear masks indoors, regardless of vaccination status and type of activity.** CLC's outdoor pop-ups, walks, food deliveries, and other such activities also do not require participants or staff to show proof of vaccination.

Per SFDPH: Beginning on August 20, 2021, proof of vaccination will be required for some categories of indoor businesses where the virus could spread more easily, specifically those that serve food and drink, fitness establishments, and recreation facilities where there may be elevated breathing. Results from a negative COVID-19 test are not accepted as an alternative. Individuals hosting private events in their homes are not subject to the new vaccination verification requirements. They are strongly urged to require all guests age 12 and older to show proof that they are fully vaccinated.

Staff Vaccination Status and Proof

We highly encourage everyone to get vaccinated for the COVID-19 virus. Getting vaccinated gives you an added layer of protection against COVID-19, including current variants. Getting vaccinated also helps protect your co-workers, family, and community. If you want to know more about COVID-19 vaccines, visit [the CLC COVID-19 vaccine page](#), or view the videos by doctors, nurses, researchers and community health care workers at [greaterthancovid.org](#). **COVID-19 vaccines are free, regardless of your insurance coverage or immigration status.** [Find places to get vaccinated](#). CLC provides paid time off for your vaccination, as well as any time you need to recover if you have any side effects.

Community Living Campaign is not mandating vaccinations, but we are requiring all staff to (1) notify us of their vaccination status and (2) if you have been vaccinated, provide proof of vaccination using one of the types of proof listed on page 2. Please send your vaccination information to olutola@sfcommunityliving.org. We maintain a list of staff's verified vaccination status to remain in compliance with regulations. This list is treated as confidential health information and handled accordingly.

Reporting your vaccination status to CLC will not affect your employment or hours. If you are unvaccinated, we will work with you to implement measures to ensure that you can safely interact with other staff and participants, including working remotely as much as you can, regular COVID testing, wearing appropriate PPE, and maintaining physical distancing. If your job responsibilities include interacting with program participants at locations where there are indoor eating or exercise activities taking place, any unvaccinated staff will need to fill out a Declination Form indicating that you are unable to get vaccinated for medical or religious reasons.

Your vaccination status will remain confidential and will not be shared with co-workers or participants. You are welcome to share the information yourself if you choose.

For reference, the most recent SF Department of Public Health Order on proof of vaccination is included below. Please note that we view CLC's indoor activities that include eating and/or exercise as qualifying under these regulations.

Per SFDPH: Beginning on August 20, 2021, proof of vaccination will be required for some categories of indoor businesses where the virus could spread more easily, specifically those that serve food and drink, fitness establishments, and recreation facilities where there may be elevated breathing. Employees working in these businesses will need to verify that they are fully vaccinated by October 13, 2021. Additionally, the health order does not prohibit any other businesses or government entities from requiring their employees to get vaccinated or provide verification of their vaccination status.

There are limited exemptions to vaccination requirements such as religious beliefs and qualifying medical reasons. To claim an exemption, employees must submit a declination form to their employer. Unvaccinated exempt people who work in high-risk settings will be required to wear a well-fitted mask (except while actively eating or drinking). Alternatively, non-vented N95 mask, supplied by the high-risk setting upon request, is strongly encouraged. They must also get tested for COVID-19 at least once a week using either a nucleic acid or an antigen test.

By September 15, 2021, employers at high-risk settings must:

- Find out the vaccination status of all personnel (i.e., staff, contractors, sub-contractors, vendors, volunteers)
- Require vaccination for all personnel (except for the exceptions given above)
- Require unvaccinated exempt personnel to wear a well-fitted mask at all times
- Require unvaccinated exempt personnel to be tested at least once per week

COVID-19 TESTING

CLC relies on COVID-19 testing to keep participants and staff safe, as well as to meet regulatory requirements. This testing includes (1) regular screening testing for all staff who interact in person with participants and/or other staff, as well as (2) testing to ensure that people who have or might have COVID-19 have a negative test before they return to in-person activities or work. Accepted tests for COVID-19 include the following, at the frequencies listed below:

- **Molecular tests (PCR or NAAT).** These are tests that get sent to a lab and are considered more accurate than the antigen tests. They may take longer to schedule and to get results. To schedule a test, please contact your healthcare provider or [visit the San Francisco COVID-19 testing page for free testing options](#).
- **Antigen Tests.** These are also called rapid tests and include home tests like the Abbot BinaxNOW. They are considered less accurate than the molecular tests but can give results in about 15 minutes or so. The recommendation is to take two Antigen tests, 3 days (72 hours) apart. If you receive a positive antigen test, we encourage you to confirm with a molecular (PCR) test and use the new result. Unless and until you get a negative PCR test, please follow isolation and quarantine guidelines as if you have a positive result. COVID-19 antigen tests are available at many local drugstores and online.

If you receive an *inconclusive test result*, please get retested. If you choose not to get retested, you will need to follow the isolation and quarantine guidelines as though you have a positive result.

Reporting Testing Results

Staff must commit to providing results verbally to CLC within 24 hours of receiving a positive, negative, or inconclusive result, and follow up with documentation within 48 hours.

CLC will maintain a log of testing for all staff who work in person with program participants and/or other CLC staff. This log is treated as confidential health information and will be handled accordingly.

Regular COVID Testing for All Staff in Contact with Participants and Other Staff

	Fully Vaccinated	Partially Vaccinated or Unvaccinated
All Staff who are at a location with indoor activities that include eating and/or exercise	Get tested once every month. This can be a single molecular test or two antigen tests, 72 hours apart in the same week.	Testing required every week: one molecular test OR two antigen tests, 72 hours apart. Staff must have a valid Declination Form .
Other Staff who interact in-person with CLC participants and/or staff	Not required.	Testing every 2 weeks with one molecular test OR two antigen tests, 72 hours apart.

WHEN TO STAY HOME AND WHEN TO GET TESTED

These guidelines are based on the [SFDPH guidance](#) but are slightly stricter to protect the safety of our higher risk participants and staff. **Both isolation and quarantine refer to staying at home and away from other people when you have or might have COVID-19.** You *quarantine* when you have been exposed to COVID-19 through [close contact](#) with someone with COVID-19 and might be infected. You *isolate* when you have been infected with the virus, even if you don't have symptoms. *If you have symptoms that could be from COVID-19, you also must isolate until you know you are not infected, usually after you have a negative COVID-19 test.*

People with COVID-19 can spread the infection to others starting 2 days before they begin to have symptoms until 10 days after their symptoms started. People who test positive without any symptoms are considered contagious from 2 days before until 10 days after their test.

A. COVID-19 (positive test or clinical diagnosis)	B. Symptoms of COVID-19 (no known contact)	C. Close Contact to COVID-19 (no symptoms)	D. Close Contact AND COVID-19 Symptoms		
<p>If you never had symptoms, isolate at home for 10 days after your positive test AND you have a negative COVID-19 test result.</p> <p>If you had symptoms, isolate at home until:</p> <ol style="list-style-type: none"> 10 days after your symptoms started AND You haven't had a fever in the last 24 hours, without taking medicine for fever, AND Your symptoms are getting better, AND You have a negative COVID-19 test result, collected after your symptoms started. 	<p>Stay home until one of the following:</p> <ol style="list-style-type: none"> You have a negative COVID-19 test result, collected after your symptoms started. <i>You should still stay home while sick as much as you can, to prevent spread of other illnesses.</i> You get a doctor's note or clinic note that you do not need to isolate. <p>If you choose not to get tested, you must follow the guidance for a COVID case listed in Column A.</p>	Fully vaccinated for COVID-19			
		<ul style="list-style-type: none"> No quarantine. Watch for symptoms for 14 days. Get tested at day 3-5 after close contact. <p>If you get symptoms, see Column B.</p>	<p>Follow guidance in Column B.</p>		
		Unvaccinated or partly vaccinated for COVID-19		<p>Stay home until:</p> <ul style="list-style-type: none"> 10 days after your last contact; AND you have had no symptoms during that time; AND you have a negative COVID-19 test, collected at least 5 days after your last close contact. <p>Keep watching closely for symptoms for 14 days after your last contact.</p> <p>If you develop symptoms, see Column D. If you test positive, see column A instead.</p>	<p>Stay home until:</p> <p>14 days after your last close contact AND you have a negative COVID-19 test result, collected after your symptoms started.</p>

SUMMARY OF IN-PERSON ACTIVITY SAFETY MEASURES

Please see the [CLC In-Person Activity & COVID Control Plan](#) for more detail.

	Indoors (or on Transportation)	Outdoors
Tech Tutoring, Transportation Assistance, One-on-One meetings, and other Lower-Risk Activities	<ul style="list-style-type: none"> <input type="checkbox"/> Require well-fitting masks for everyone <input type="checkbox"/> Require staff and participants stay home if feeling sick <input type="checkbox"/> Maximize ventilation, including using air purifiers with HEPA-13 filters <input type="checkbox"/> Encourage frequent handwashing/ sanitizing (and provide supplies) <input type="checkbox"/> Continue physical distancing whenever possible <input type="checkbox"/> Wipe down and sanitize high touch surfaces regularly <input type="checkbox"/> Display signage about entry/exit, distancing, and as required by SFDPH Health Orders (Masks Required, SF is Open, Get Vaccinated, Ventilation Checklist) <input type="checkbox"/> Collect participant names and contact information in case needed for contact tracing <input type="checkbox"/> Follow CLC policies on quarantine, isolation, and staff COVID testing 	<ul style="list-style-type: none"> <input type="checkbox"/> Require well-fitting mask for staff who are unvaccinated or partially vaccinated <input type="checkbox"/> Encourage well-fitting masks for participants who are unvaccinated or partially vaccinated <input type="checkbox"/> Require staff and participants stay home if feeling sick <input type="checkbox"/> Encourage frequent handwashing/ sanitizing (and provide supplies) <input type="checkbox"/> Wipe down and sanitize high touch surfaces regularly <input type="checkbox"/> Display signage about distancing, and as required by SFDPH Health Orders (SF is Open, Get Vaccinated) <input type="checkbox"/> Collect participant names and contact information in case needed for contact tracing <input type="checkbox"/> Follow CLC policies on quarantine, isolation, and staff COVID testing
Grocery Packing & Delivery	<p>All the above, plus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow Food Safety & Delivery protocols <input type="checkbox"/> Continue contactless delivery whenever possible 	<p>All the above, plus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Follow Food Safety & Delivery protocols <input type="checkbox"/> Encourage well-fitting masks for all, regardless of vaccination status <input type="checkbox"/> Continue contactless delivery whenever possible
Higher-Risk Activities involving eating and/or exercise	<p>All the above, plus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Check participants and staff for proof of full vaccination. <input type="checkbox"/> Display SFDPH vaccinations & masks required signage for participants and staff 	<p>All the above, plus:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure physical distancing

RESOURCES

General COVID Information and Guidance

- [SF Department of Public Health \(SFDPH\) COVID-19 Information and Guidance](#)
- [SFDPH Updated Health Order Summary](#)
- [SFDPH Mask Guidance](#)
- [What Is Close Contact?](#) (CDC)

COVID Symptoms and Testing

- [Get Tested for COVID-19 \(including Free Testing Options in San Francisco\)](#)
- [CDC COVID-19 Symptoms and Testing Guidance](#)
- [CA Department of Public Health COVID Testing Guidance](#)
- [SFDPH Isolation and Quarantine Guidance](#)

COVID Vaccine Information

- [12 Things to Know about COVID-19 Vaccines](#) (Johns Hopkins Medicine)
- [The Conversation/GreaterThanCOVID.org](#) (video answers to COVID questions, also in [Spanish](#)).
- [CDC Information about COVID-19 Vaccines](#)
- [FDA Information about COVID-19 Vaccines](#)
- Tips for Helping the Vaccine-Hesitant: [University of Michigan Health](#), [Washington Post](#)

Getting a COVID-19 Vaccination & Showing Proof

- [Schedule a Free COVID-19 Vaccination in San Francisco](#)
- [Get Your California Digital COVID-19 Vaccination Record/QR Code](#)
- [What to Do If You Lose Your CDC Vaccination Card](#)

[San Francisco COVID-19 Outreach Toolkit & Signage](#)

- [Vaccinations & Masks Required Indoors](#) (Required for indoor activities with exercise or eating)
- [Vaccinations & Masks Required for Staff](#) (Required for indoor activities with exercise or eating)
- [Masks Required for All Poster](#) (Required for anything indoors)
- [Ventilation Checklist Poster](#) (For anything indoors)
- [Get Vaccinated SF! Poster](#) (Required for all settings and activities)
- [SF is Open/Best Practices Poster](#) (Required for all settings and activities)
- [How to Check Vaccination Status](#) (reference)