Health Officer Directive No. 2020-16e (Exhibit B)
Health and Safety Plan (Issued 1/27/2021)

Each Dining Establishment must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

**Business/Entity name:** SCOMA'S RESTAURANT, INC  
**Contact name:** MARIANN COSTELLO

**Facility Address:** 1965 AL SCOMA WAY  
**Email / telephone:** 415.771.1541

(You may contact the person listed above with any questions or comments about this plan.)

**General Requirements for all Dining Establishments**

- Has necessary permits for outdoor service and placement of tables.
- Developed a plan to ensure Personnel and patrons comply with social distancing requirements.
- All Personnel required to use Face Coverings, wash hands frequently, and maintain physical distance of at least 6-feet to the extent possible.
- Patrons are advised they must wear Face Coverings any time they are not eating or drinking and when personnel approach their table.
- Closed coat and bag check.
- Designated areas/markings indicate 6-foot distancing for patrons in various settings (e.g. waiting to order, waiting for restroom, ordering take-out, or waiting to be seated).
- Provided hand sanitizer (using touchless dispensers when possible) at key entrances, point of sale, and other high contact areas.

**Patron Screening & Advisories**

- Have procedures to screen all visitors before seating patrons.
- Posted the Dining Establishment's occupancy limit at the entrance of the building.
- Posted at the entrance of the building, which DPH recommended ventilation requirements (if any) have been implemented.
- Posted signage at primary public entrances reminding people to adhere to physical distancing, hygiene, and Face Covering Requirements and to stay at home when they feel ill.
- Posted signage at primary public entrance stating that (1) COVID-19 is transmitted through the air and the risk is much higher indoors and (2) seniors and those with health risks should avoid indoor settings with crowd.
- Posted signage reminding patrons and Personnel that SARs-CoV-2 can be spread by individuals who do not feel sick or show outward symptoms of infection.
Checklist

☑ Posted signage informing patrons that they must be seated at tables to consume food or beverages, and to maintain social distance at all times.
☑ Posted signage at tables reminding patrons to wear Face Coverings when ordering and at all other times when they are not eating or drinking.
☑ Posted signage informing patrons that they may not drink or carry open containers of alcoholic beverages beyond the premises; and that alcoholic beverages will only be served with a bona fide meal.
☑ Posted signage informing employees of how to report COVID-19 health order violations.

Dining Service Requirements

☑ Service tables are limited to six customers from no more than two households.
☑ Each reservation is limited to six customers from no more than two households.
☑ Patrons are not served food or beverages unless they are seated.
☑ Each patron ordering an alcoholic beverage has ordered a bona fide meal.
☑ Have disposable or laminated menus that can be disinfected.
☑ No candles, flower vases, or other items on tables.
☑ Any card stands, such as signage reminding patrons to keep Face Coverings on, are laminated or single use.
☑ Tables are not pre-set with glassware and utensils.
☑ Cleaned flatware, stemware, dishware, etc., is stowed away from customers and personnel until ready to use.
☑ Condiments, salt & pepper, etc. are provided on request, either in single serve containers or in shared containers disinfected after each use.
☑ Encourage customers to use touchless payment options and sanitize any pens or other equipment after each use.
☑ Leftover containers provided only upon request. Customers fill their own containers.
☑ No shared entertainment items such as board games, pool tables, or arcade games.
☑ Areas where customers congregate, serve themselves, or touch food or other items are closed.
☑ No tableside preparation or presentation of food tableside.

Outdoor Dining Requirements

☑ Service tables are placed to ensure that patrons are at least six feet apart.
☑ Patrons are advised that they may enter the establishment only for limited reasons.
☑ No entertainment involving singing, playing wind or brass instruments, etc. that increases the risk of aerosol transmission of COVID-19.
☑ Outdoor shelters allow for the free flow of air in the breathing zone.
Indoor Dining Requirements [SUSPENDED]

☐ Occupancy of collective interior spaces is limited to the lesser of 25% of the maximum occupancy or 100 patrons.

☐ Posted calculated occupancy limit at entrance to interior space.

☐ Service tables are placed to ensure that patrons are at least six feet apart when seated. Maximized spacing tables where possible.

☐ Closed bar counters, and seating near food preparation areas where it is not possible to have six feet distance from work areas/stations in use.

☐ No live entertainment or entertainment on screens (e.g., TVs or movie screenings).

☐ Have procedures to limit seatings to two hours.

☐ Food and beverage service closes at midnight. Indoor dining space is closed to the public at 12:30 a.m.

Cleaning and Disinfecting Requirements

☒ Disinfect each customer dining location before opening each day and after every use, including tables, chairs, booster seats, highchairs, booths, etc.

☒ Disinfect highly touched surfaces (e.g. doors, handles, faucets, tables, etc.), and high traffic areas (e.g. waiting areas, hallways, bathrooms) at least once per hour.

☒ Frequently disinfect bathrooms, at least every 4 hours. Cleaning log conspicuously posted in bathroom.

☒ Reusable customer items (e.g., utensils, food ware, breadbaskets, etc., are properly washed, rinsed, and sanitized) after each use.

☒ Implemented all sanitization requirements as described in Health Officer Directive No. 2020-16.

Operational Requirements

☒ Evaluated and made all feasible upgrades or modifications to the HVAC systems.

☒ Completed evaluation of electrical safety and implemented all required precautions.

☒ Confirmed that plumbing is functioning and, if the facility was dormant, flushed the pipes.

☒ Checked for harborage, and pests, and confirmed that pest control measures are functioning.

☒ Windows or doors are open, if possible, to ventilate areas for Personnel.

☒ Designated a Worksite Safety Monitor. Individual is familiar with obligations under Health Officer Directive No. 2020-16, and as of February 4, 2021, has developed and implemented a plan to ensure compliance with Directive 2020-16.

☒ Ensured daily COVID-19 symptom self-verifications are completed by all Personnel as required by the Social Distancing Protocol.

☒ Provided training to Personnel on requirements of this directive.
Considered needs of Personnel who are at increased risk of severe disease if they get COVID-19.

Considered additional protections for Personnel, including: discouraging Personnel gatherings in break rooms; staggering Personnel breaks to maintain physical distancing protocols; extending start and finish times to reduce the number of Personnel in the kitchen at the same time; creating additional shifts with fewer Personnel to accommodate social distancing.

Provided dishwashers with equipment to protect the eyes, nose, and mouth from contaminant splash using a combination of face coverings, protective glasses, and/or face shields, and impermeable aprons.

**Additional Measures**

Explain:

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**Dining Establishment Self-certification (must be signed by Dining Establishment Owner or Worksite Safety Monitor):**

Initial each line and sign below:

- I acknowledge that I have read and fully understand the information above.

- The owner/Worksite Safety Monitor will ensure these principles and procedures will be reviewed with all current and future employees.

**Mariann Costello**

Print name

2.8.2021

Date:

Signature