



Newsletter

November 2023

City Updates

APEC is Next Week!

The City and County of San Francisco is proud to host the 2023 Asia-Pacific Economic Cooperation (APEC) next week! APEC will be San Francisco's largest international event in decades. Our City will be front and center on the world's stage from November 12-17th.



APEC is a regional economic forum established in 1989 to advance economic policies in the Asia-Pacific region to promote free, fair, and open trade and to advance inclusive and sustainable economic growth. The 21 APEC Member Economies account for nearly 40 percent of the global population, almost 50 percent of international trade, and more than 60 percent of U.S. goods exports.

While APEC is an exciting event that will bring world leaders to our City, **there will be impacts throughout the week that you should be aware of.**

Travel and Transportation

Because there will be visiting heads of state and dignitaries, security protocols require that streets around APEC event venues be entirely closed in "security zones." Public transportation will be rerouted around the security zones. The public will be allowed into these zones to access their homes, work, make deliveries, and shop, with appropriate screening.

You can expect intermittent traffic disruptions near hotels and in other San Francisco neighborhoods during APEC. Most of the official events for APEC will take place at Moscone Center, so there will be a significant security presence and traffic disruptions in that general area. Ferries will be impacted, but BART and Caltrain schedules will remain the same. Please check with your regional transit provider if you have any questions about their service.

SFMTA has a summary of local transit and travel information during APEC [here](#). For a full list of street closures and route details, including service hours, missed stops, and alternative stop locations, please visit the [Nob Hill Service Impacts](#) and [SoMa Service Impacts](#) pages.

City Operations

The City will remain fully operational and open for business throughout the entire APEC event. All City services will continue to be available to the public in person as usual. You should expect and plan for traffic disruptions and allow yourself more time than usual to move around the City, including getting to and from work next week.

Staying Updated

Use the following information to stay updated:

- DHR will send critical City employee-related updates through our employee messaging system. To ensure you receive time-sensitive information, please ensure your contact information is up to date in the [Employee Portal](#).
- For general APEC updates from the City, sign up for Alert SF by texting your SF zip code to 888-777
- Receive real-time updates about traffic impacts by signing up for text and email alerts from the SFMTA [here](#).
- Visit the [City's public webpage on APEC](#) to learn about impacts and get maps of impacted areas.
- Visit the official APEC website at www.APEC2023sf.org for general information about APEC.

Thank you!

We appreciate all you do for the City! We're looking forward to seeing you enjoying APEC events next week!



New DHR Health and Safety Division

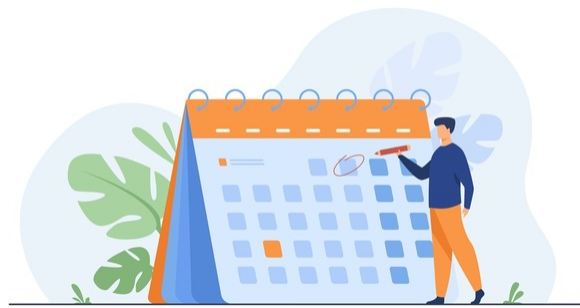
DHR is excited to announce the launch of a new Health & Safety Division to more broadly support effective health and safety for our employees across the City! The Health & Safety Division will be led by Chief Physician for CCSF employees, Dr. Fiona Wilson.

This new Division will not replace work done at the department level by those health and safety divisions, rather it will serve to organize resources, complement current activities, and add new initiatives with a greater focus on employee engagement and injury and illness prevention.

Deadline Approaching: Required Training for City Employees

The deadline for employees to complete mandatory online training is approaching! The

City and County of San Francisco requires employees to complete all mandatory training by **December 31, 2023**. These required training courses help establish a common understanding of City workplace policies, procedures, expectations, and priorities among City employees.



To view which training(s) you have left to complete, please sign in to the [SF Employee Portal](#), select **My Learning**, and then select **Current Training**. To view a comprehensive list of the required eLearning modules developed by the DHR Instructional Design Team or instructions on accessing training in SF Learning, visit the [Employee Online Training page](#).

Please schedule time to complete any remaining training courses before the end of the December 31 deadline! If you have questions about the online training requirements, please contact the DHR Instructional Design Team at dhr.ids@sfgov.org



EmpowerAbility SF Event a Success!

On Monday, October 23, 2023, DHR hosted its first-ever EmpowerAbilitySF event and welcomed over 100 attendees to raise awareness about the value that people with disabilities bring to the City and County of San Francisco's (CCSF) workforce. EmpowerabilitySF had speakers from both

the Mayor's Office of Disability and the California Department of Rehabilitation and included a Career Resource Fair where attendees had the opportunity to connect with over 11 City departments about job opportunities. The event included a panel discussion with City employees who have a disability sharing their experiences applying to and working for the CCSF workforce.

The Department of Human Resources Director, Carol Isen, presented an award to Dr. Grant Colfax, Director of the Department of Public Health (DPH), recognizing DPH's commitment to diversity and achieving the highest number of Access to City Employment (ACE) Program placements of any City department. The [ACE Program](#) provides an alternative route to City employment for individuals with a disability to apply to and work for the City.

Staying Safe Over the Holidays

Holidays over the past few years have been anything but typical. Though COVID numbers have decreased both locally and abroad, the virus is still present, and the

number of infections will likely rise further over the holiday season, driven by traveling, gathering, and being indoors. Here are some suggestions to reduce infection risks and stay healthy during the holidays:



- **Stay up to date with your vaccines for COVID-19 and flu.** Vaccines help protect both you and your loved ones from serious illness, particularly babies, children, the elderly, and immunocompromised individuals.
- **Mask up when the risk of infection is high.** Consider limiting your exposure to COVID-19 by masking up when in crowded situations such as in airports, in terminals, and even in some vehicles when ventilation is not adequate.
- **Test yourself if there's a chance you've been exposed.** Have a low threshold to perform a COVID-19 rapid test, and certainly get tested if you develop any symptoms. Also, consider COVID testing before you spend time with vulnerable family members and friends.
- **Maintain good hygiene.** Wash your hands often with soap and water. Avoid touching your face with unwashed hands. Cover your mouth when sneezing or coughing. Wash your hands after blowing your nose, coughing, or sneezing.

Have a happy, healthy holiday season!

Monthly Celebrations

Celebrating Veterans on Veterans Day

Veterans Day is on November 11 and is a day to honor all who have served our country and those who continue to dedicate themselves to protecting it.

Here are a few ways to show your appreciation to veterans:



1. If you know a veteran (perhaps a relative, friend, or even a neighbor), reach out to them on Veterans Day with a phone call or visit!
2. Write a thank you card and drop it off at the [San Francisco VA Medical Center](#). A thoughtful card is appreciated at any time. You can also contact [Operation Gratitude](#), which sends letters of thanks and care packages to veterans and deployed vets.
3. [Visit the San Francisco National Cemetery](#), which is the final resting place for the nation's military veterans, and also visit the World War II West Coast Memorial to the Missing and the [Korean War Memorial in the Presidio](#).
4. Check out some of the [books](#) recommended by the San Francisco Public Library about why we honor those who have served our country and the sacrifices they have made.

PLEASE NOTE: Friday, November 10, is the observed legal holiday for Veterans Day. However, please note the November 11 Veterans Day legal holiday falls on Saturday this fiscal year. Under

Administrative Code, Chapter 16, Article 1, Section 16.3, **City offices must remain open on Friday, November 10.** Please consult your department appointing officer if you need guidance on department operations on Friday, November 10th.



Celebrating National Native American Heritage Month

National Native American Heritage Month is celebrated each year in November. It is a time to celebrate the traditions, languages, and stories of Native American, Alaska Native, Native Hawaiian, and affiliated Island communities and ensure their rich histories and contributions continue to thrive with each passing generation.

To honor and celebrate National Native American Heritage Month locally, check out some of the [programs celebrating Indigenous culture](#) featured by the San Francisco Public Library throughout the month, including film screenings, arts and crafts, and more!

Employee Resources

A Better You, Everyday!

Mark your calendar to join food demos, healthy holiday seminars, and wellness coaching! Check out the below highlights for the month of October:

- [Working While Black: Healing Circle - 2023](#)
Weekly on Tuesdays-Zoom (12:00 pm to 1:00 pm)
- [Chair Yoga \(Bilingual Spanish\)](#)
Weekly on Tuesdays-Zoom (12:00 pm to 12:30 pm)
- [Midafternoon Meditation \(Webinar\)](#)
Weekly on Wednesdays (2:00 pm to 2:20 pm)
- [Family Zumba \(Zoom\)](#)
Saturdays (10:30 am to 11:00am)

Visit the [SFHSS Events Calendar](#) to stay up to date on new offerings. Questions? Contact Well-Being at well-being@sfgov.org.

Additional Training Opportunities



Professional Development Opportunities!

Mark your calendar and register for various optional professional development and skill building workshops throughout the year offered by DHR's Learning & Organizational Development team!

- **Nov 15 & 17**
Two half-day, in-person sessions, 8:30 am - 12:30 pm
[Practice Makes Perfect: Effective Presentation Skills](#)
Practice simple yet effective techniques for improving your next presentation to any audience.
- **Nov 30**
One full-day, in-person session, 8:30 am - 4:30 pm
[Project Management Essentials for the Unofficial Project Manager](#)
Learn how to initiate, plan, execute, monitor, and complete a project successfully.
- **Dec 5**
One half-day, virtual session, 8:30 am - 12:30 pm
[Facilitation Skills - A Leader's Tool Kit](#)
Practice a variety of facilitation techniques to strengthen your ability to plan and execute effective, engaging meetings that encourage active participant involvement.
- **Dec 5 & 6**
Two half-day, in-person sessions, 8:30 am - 12:30 pm
[Emotional Intelligence](#)
Develop your emotional intelligence skills for success at work and in life.
- **Dec 7**
One half-day, virtual session, 8:00 am - 12:30 pm
[Managing Implicit Bias](#)
Increase your awareness of how implicit bias can unconsciously impact your thoughts, attitudes, language, and behavior. Learn strategies to foster a more equitable, inclusive workplace for all employees.
- **Dec 7 & 8**
Two half-day, virtual sessions, 8:30 am - 12:30 pm
[Lead to Succeed](#)

Learn the basics around successful communication and coaching to be more effective in your lead role as you guide and mentor peers.

- **Dec 7 & 14**

Two full-day, in-person sessions, 8:30 am - 5:00 pm

[7 Habits for Managers](#)

Improve self and team management by exploring concrete, easy-to-use models based on the habits of human effectiveness popularized by Dr. Stephen R. Covey's best-selling book, 7 Habits of Highly Effective People.

- **Dec 19 & 20**

Two half-day, in-person sessions, 8:30 am - 12:30 pm

[The 5 Choices™ To Extraordinary Productivity](#)

Learn valuable time management skills. Achieve work-life balance when you focus your time and energy on what matters most.

Technical Training Courses Available!

Looking for hands-on, instructor-led technical courses on **Word, Excel, PowerPoint, Adobe, SQL**, etc.? Check out City University affiliate, [Learnit](#). Learnit provides hands-on, instructor-led computer training in San Francisco. They can also arrange private training courses for your department or set up your team with year-round unlimited access to their live courses with a [Team Pass](#). Learnit offers [discounted rates for CCSF employees](#) and is an approved City vendor.

City Events

Ice Skating Rink in Union Square is Open!

From **November 1 to January 15**, skate through the holidays at the [Safeway Holiday Ice Rink in Union Square](#)! Daily ice skating for all ages and special events are scheduled throughout the holiday season! General admission is \$20, and children 8 and under are \$15, including skate rental. Purchase tickets in advance and online. We'll see you on the ice!

Tree Lighting Celebration at Golden Gate Park

Join us on **Friday, December 1 from 3 to 8 pm** for [San Francisco Recreation and Park's Annual Tree Lighting Event](#) and a host of holiday activities and attractions, including a snow play area, carnival rides, kids activities, food trucks, live entertainment and a special appearance by Santa and his helpers. Enjoy public pianos, art installations and newly installed activities along the car-free promenade.

Tree Lighting Celebration at Civic Center

The [Annual Civic Center Plaza Tree Lighting Event](#) returns **Wednesday, December 6, 4 to 7 pm!** The night's lineup includes performances from The Tap Dancing Christmas Trees, The Topman All Stars, magician Josh Farenbaugh, singer Doris Bumpus, and appearances by Christmas VIPs and the man-of-the-hour: Santa! Festive bites will be available for purchase, along with a full bar offering seasonal favorites. The event begins promptly at 4pm, with the **lighting of Civic Center's 50-foot noble fir by Mayor London Breed at 5:30pm.**

Diwali Festival of Lights

Join the Sunset Mercantile to celebrate the [Diwali Festival of Lights](#) on **Sunday, November 12 from 9am to 2pm** with activities at the Artship, workshops, cooking demos, books, food, dancing and more! Diwali will take place at the vibrant Outer Sunset Farmers Market – so come shop for fresh fruits and vegetables, artisan goods as we celebrate this holiday as a community.

Second Annual Visitacion Valley Light Festival

Taking place on **Friday, November 10 from 5 to 8 pm**, the [Visitacion Valley Light Festival](#) is a community art event where families can explore and interact with light art by local Bay Area artists. Leland Corridor businesses will stay open late to provide warm bites and beverages. Family-friendly activities include photo booths, Visitacion Valley history movie showings, Christmas Carol Karaoke, and a live jazz band.

Free Admission Day for SF Residents at the SF Zoo!

On **Wednesday, November 15**, the SF Zoo is thrilled to invite San Francisco residents to a [Special Free Entrance Day at the San Francisco Zoo & Gardens](#). Come and experience a day of fun, adventure, and discovery with your loved ones. Explore the diverse and fascinating animal exhibits that the San Francisco Zoo has to offer, without any admission fees.

Any of the following proofs of residency will be accepted for free admission.

- Valid government-issued photo ID with San Francisco residential address
 - Student ID from SF Unified School District
 - Current utility bill along with matching photo ID
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Fillmore's Friday Night Market

From **October 27 to January 5**, come on out **every Friday from 4 to 9 pm** to the [Fillmore's Friday Night Market](#), featuring catered soul food, small business vendors, local artists, games for kids, prizes, and free entertainment. Held between Fillmore and Steiner streets along O'Farrell Street, the night market is fully operated by community members in San Francisco's historically Black neighborhood.