



February 26, 2020

Subject: Update for City Employees on Emergency Declaration for COVID-19 (novel coronavirus)

Dear City and County Employees:

Mayor London Breed has issued a declaration of a local emergency in San Francisco in response to the global outbreak and spread of COVID-19 (novel coronavirus). This was a proactive step that will allow the City to better prepare for the possibility of a local COVID-19 outbreak.

San Francisco has zero confirmed cases of COVID-19 (novel coronavirus).

Disaster Service Workers

As you know, all City and County employees are designated by State law as Disaster Service Workers (DSWs). This means that when the Mayor declares a local emergency, employees may be deployed to different work sites than usual, or be asked to perform work duties or tasks that are different from their regular work responsibilities. No one will be assigned duties they are not qualified or trained to perform. If you have questions about the responsibilities of a DSW, please speak with your department's human resources team.

Maintaining A Respectful Workplace

A person's risk for COVID-19 depends on travel history, not on race, ethnicity or culture. Residents of the Bay Area remain at low risk of infection from COVID-19, unless they have recently traveled to Mainland China, or have come in close contact with someone who was ill and recently traveled in Mainland China. As a reminder, City employees must abide by the Respect in the Workplace policy, and treat colleagues and members of the public with courtesy and respect. Discrimination of any kind is a violation of the City's Equal Employment Opportunity policies and will not be tolerated.

Staying Healthy

We advise City employees to take the following steps to protect themselves and their families from infection:

1. Take preventive measures such as frequent hand washing with soap and water for at least 20 seconds or use an alcohol-based sanitizer.
2. Cover your coughs and sneezes, avoid touching your face.
3. Stay home if you are sick.
4. Get your flu shot to protect against flu or symptoms similar to COVID-19
5. If you feel sick, please call your primary care physician or the nurse advice line. Employees have sick leave available should they need to stay home due to illness.
 - a. Kaiser members: Contact the nurse advice line listed on your insurance card
 - b. Blue Shield members: Contact your primary care physician listed on your insurance card
 - c. United Healthcare members: Contact your physician.

Stay up to date on this rapidly evolving situation by visiting www.sfdph.org or www.sf72.org. For more information on Disaster Service Workers visit DHR's website: <https://sfdhr.org/disaster-service-workers>

Sincerely,

Micki Callahan
Human Resources Director