



Now is the time to take action to protect vulnerable populations and the community at large

Dear City Employee,

I want to express my gratitude to all our City employees who are working tirelessly to help the City flatten the COVID-19 curve.

Last week, the City opened 23 new beds at Chinese Hospital to create space at Zuckerberg SF General Hospital for patients requiring more acute care, and expanded our testing capacity by opening a testing site in the SoMa. We also launched a robust contact tracing program, a tool that both Governor Newsom and Mayor Breed have identified as key to ultimately relaxing shelter-in-place restrictions.

As the weeks ahead remain critical to our response to COVID-19, your adherence to all city-wide orders, including the latest which requires wearing face coverings while at work and in most public settings, will be crucial.

Thank you again to all of you who have stepped forward to serve in this time of need.

Be well,

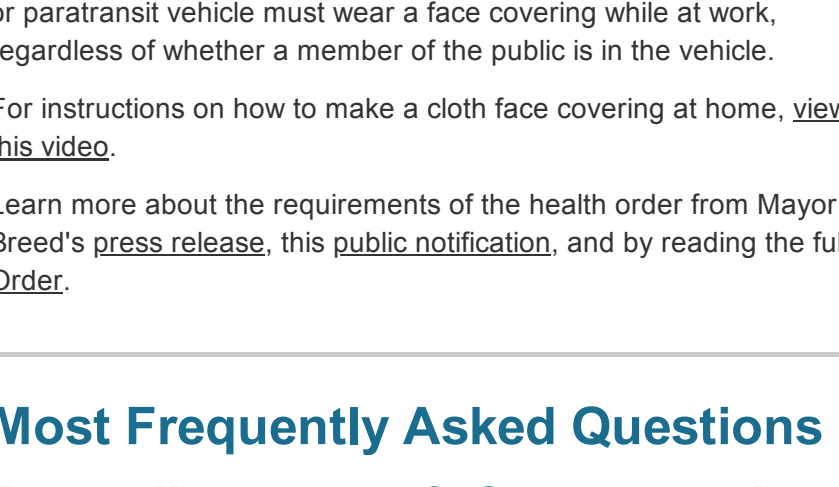
Micki Callahan

Human Resources Director

In this newsletter, you will find:

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New Order Requires Face Coverings in Public



What you need to know:

Face coverings are required for:

1. Members of the public must wear face coverings in the following settings:

- Inside of or in line to enter any essential business, such as a grocery store or pharmacy
- When entering facilities allowed to operate under the shelter-in-place order, such as government buildings
- When obtaining health care
- Waiting for or riding any public transportation, taxi or ride share

2. Workers, contractors, owners, and volunteers performing essential functions must wear face coverings when they are working in the following settings:

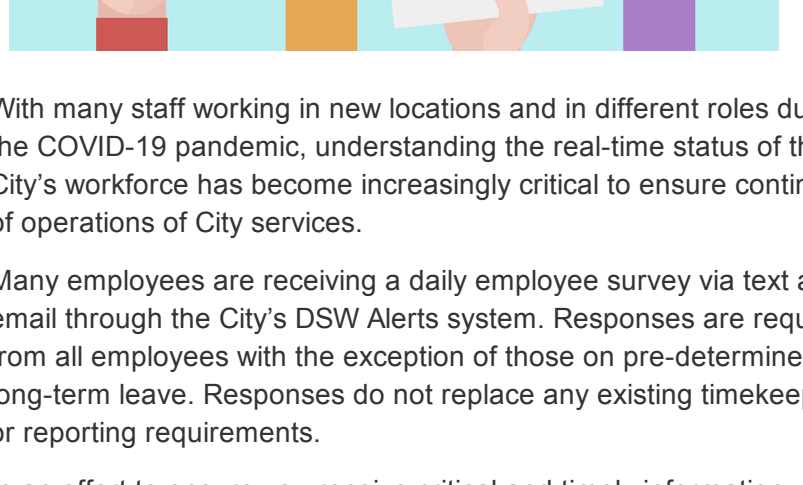
- Interacting with members of the public
- Working in any shared space visited by members of the public
- Working in any space where food is prepared or packaged for sale or distribution to others

3. Drivers or operators of any public transportation, taxi, ride share, or paratransit vehicle must wear a face covering while at work, regardless of whether a member of the public is in the vehicle.

For instructions on how to make a cloth face covering at home, [view this video](#).

Learn more about the requirements of the health order from Mayor Breed's [press release](#), [this public notification](#), and by reading the full [Order](#).

Most Frequently Asked Questions Regarding Leave & Compensation



We've gathered the most frequently asked questions by employees regarding leave and compensation:

1. Can I use paid sick leave if I am afraid to come to work because of COVID-19?

No. Employees cannot use paid sick leave due to general concerns over COVID-19. Such concerns do not qualify as an illness under the City's sick leave policies or the federal Emergency Paid Sick Leave Act eligibility criteria. [Read more for the full response](#).

2. Are employees required to reimburse the City for using COVID-19 (COV) sick pay?

No. COV is a new City allocation of 80 hours of paid sick leave for regularly scheduled employees and is prorated for part-time employees. The sick leave may be used for the same reasons as regular sick leave, not just COVID-19, and can be used for childcare due to school closures. Employees do not have to repay COV.

3. Does the federal Emergency FMLA give an employee a second FMLA 12-week entitlement?

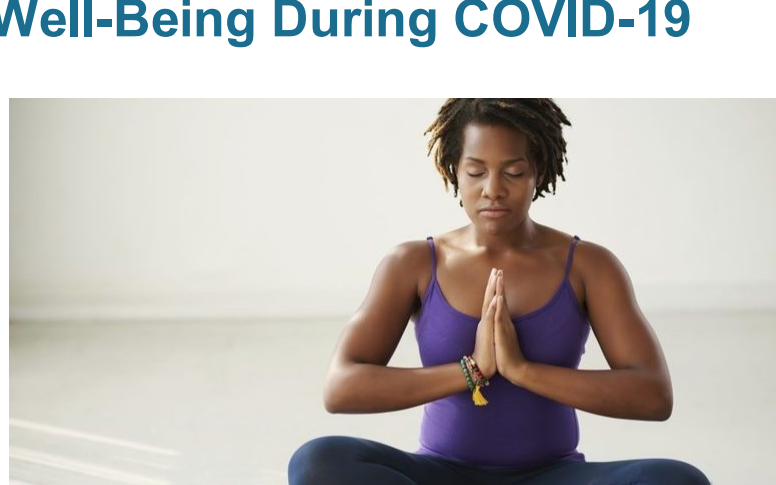
No. The federal Emergency FMLA is not an additional 12-week entitlement, but rather simply expands the criteria for eligibility for FMLA to some COVID-19-related circumstances. Read more for the [specific criteria](#).

4. If I use Emergency FMLA for childcare, will this reduce the FMLA leave that I may be eligible for in the event of a serious health condition or other qualifying circumstance?

Yes. The Emergency FMLA does not provide additional hours; it only expands the eligibility criteria. For example, if prior to April 1, 2020, an employee took six weeks of FMLA leave for child bonding, the most the employee could be eligible for through FMLA is the remaining 6 weeks.

If you are interested in other frequently asked questions related to COVID-19, read the [COVID-19 Employee FAQs](#).

Daily Work Status Surveys for Employees



With many staff working in new locations and in different roles during the COVID-19 pandemic, understanding the real-time status of the City's workforce has become increasingly critical to ensure continuity of operations of City services.

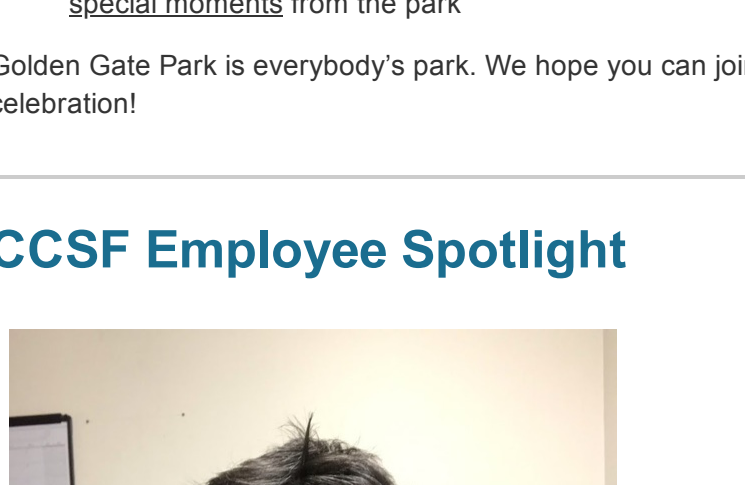
Many employees are receiving a daily employee survey via text and email through the City's DSW Alerts system. Responses are required from all employees with the exception of those on pre-determined long-term leave. Responses do not replace any existing timekeeping or reporting requirements.

In an effort to ensure you receive critical and timely information, possibly including this survey, please follow the instructions below to update your contact information. Corrected contacts will be updated every weekend.

Review and Update Your Contact Information:

1. Visit the [Employee Gateway](#) and log into the SF Employee Portal.
2. Click on "My Information" to review your personal contact information.
3. If any information needs to be updated or fixed, please click on the pencil icon.
4. Be sure your mobile number is listed in the "Cell" field.
5. Be sure your personal email address is listed in the "Home" field. This should be an email that you regularly check.

New COVID-19 Testing Site in SoMa



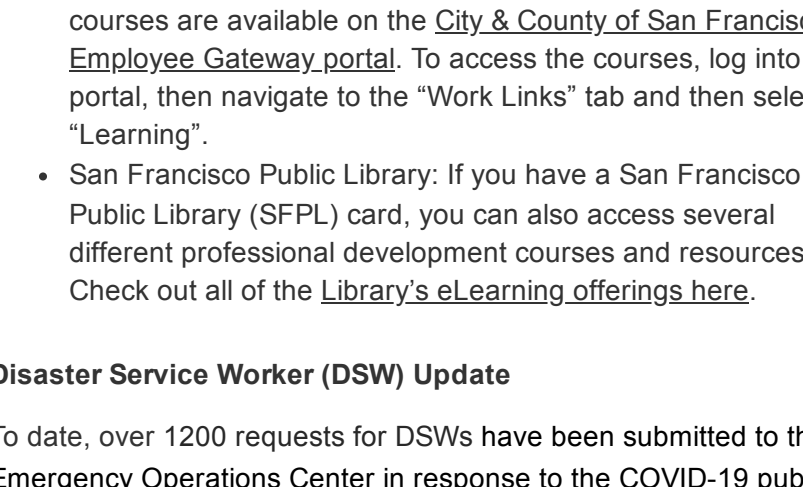
In partnership with Verily and One Medical, San Francisco will open a second CityTestSF COVID-19 drive-thru testing site for the public on Monday, April 27, 2020, further increasing testing capacity and bolstering the City's response to the pandemic.

This site will be able to test up to 200 people per day, and offers both drive-thru and walk-up access. Increased testing capacity is expected in the coming weeks. Testing is available by appointment only.

Residents experiencing symptoms of COVID-19 can screen their symptoms and, if eligible, [make an appointment online](#) for testing.

Learn more about the testing site from Mayor Breed's [press release](#).

New Contact Tracing Program



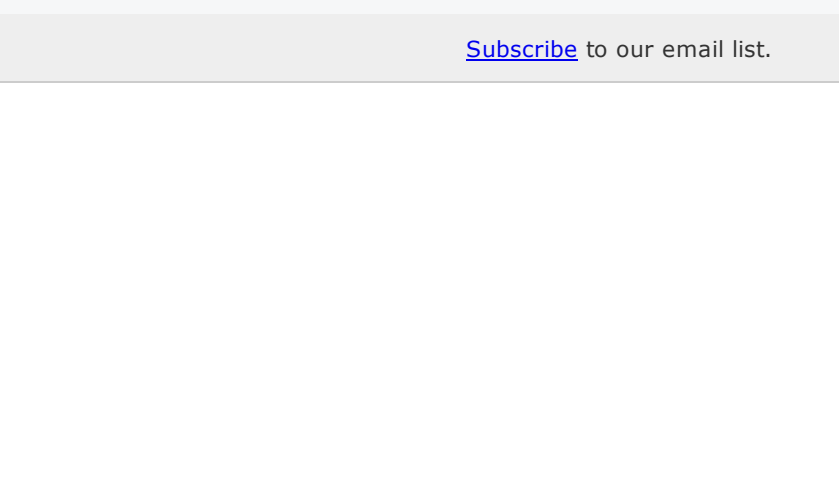
Contact tracing is a critical component of the City's response infrastructure needed to flatten the disease's curve. This innovative contact tracing program will use technology to expand San Francisco's ability to find and connect with individuals who may be close contacts of a person with a confirmed case of coronavirus. It will allow for swifter communication, better data tracking, and stronger interventions to help the City reduce their spread.

The program will consist of specially trained outreach workers remotely contacting individuals who may have been exposed to COVID-positive patients. These conversations will be voluntary, confidential, and culturally and linguistically appropriate; additionally, immigration status will have no bearing on these conversations.

To ensure the public is aware of the program and knows what to expect if contacted by a public health official, the Department of Public Health will be conducting widespread public outreach.

Learn more about the program from Mayor Breed's [press release](#).

Well-Being During COVID-19



Week 3 – Physical Activity

This week is all about physical activity. Our bodies are designed to move, and being physically active is one of the most important things you can do for your overall well-being. There are fun ways to be active for everyone, and plenty of creative ways to stay active without any exercise equipment. Below are a few resources to get you started or to help you keep going.

- [Working out while staying safe during the coronavirus outbreak](#)
- [Keep moving during COVID-19](#)
- [Managing the Uncertainty of the COVID-19 Outbreak through Walking](#)

Need a little more structure? This week we can all practice together! Connect with the SFHSS Well-Being team on [Facebook](#) for daily physical activity tips and routines.

For more support and information, check out our resource [guide](#).

Enjoy Golden Gate Park's 150th Anniversary Virtual Celebration from Home

2020 marks the 150th birthday of Golden Gate Park! Join Rec and 2020 in celebrating the 150th of San Francisco's most treasured and historical parks by partaking in the free content and weekly programming available to you at home.

Free online content from park friends and supporters includes:

- Exclusive concerts from artists who have performed in Golden Gate Park over the years
- [Podcasts and playlists](#) with audio stories about the park and favorite music selections
- Free [books](#) to download and digital [newspaper](#) archives about Golden Gate Park
- [Photo albums, webcams and videos](#) for visitors to explore and discover the park
- [Online learning activities for kids and adults](#)
- The opportunity to [share personal stories, memories and special moments](#) from the park

Golden Gate Park is everybody's park. We hope you can join the celebration!

CCSF Employee Spotlight

Who: Conor Casey, Recreation Specialist, Recreation and Parks Department

As a Disaster Service Worker at Hamilton Rec Center's emergency childcare facility, one of the most rewarding parts has been to see hospital workers in their scrubs dropping off their children with us in the morning, and knowing that they are able to do their job of helping people in part because we are taking care of their children. Those parents have a really tough job, and they are incredible for doing it.

Employee Resources During COVID-19

Develop and Refine Professional Skills While Working from Home

If you're interested in incorporating professional development into your remote work, check out the resources below:

- San Francisco Employee Gateway: Professional development courses are available on the [City & County of San Francisco Employee Gateway portal](#). To access the courses, log into the portal, then navigate to the "Work Links" tab and then select "Learning".
- San Francisco Public Library: If you have a San Francisco Public Library (SFPL) card, you can also access several different professional development courses and resources. Check out all of the [Library's eLearning offerings here](#).

Disaster Service Worker (DSW) Update

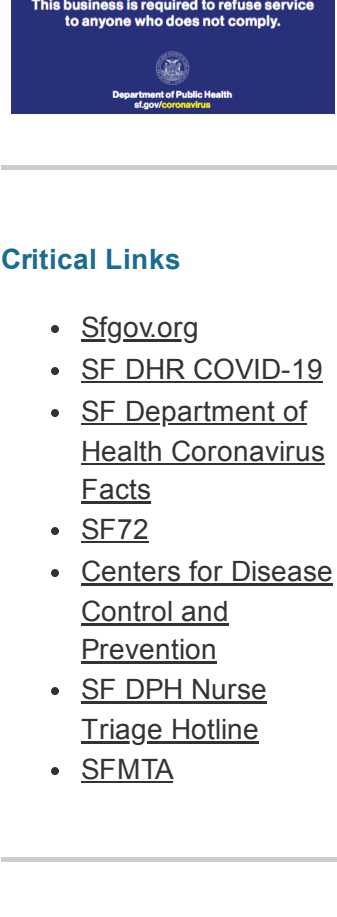
To date, over 1200 requests for DSWs have been submitted to the Emergency Operations Center in response to the COVID-19 public health emergency. The need for DSWs will grow in the next 1-2 weeks. Please fill out our [City Worker Skills Survey](#) to help the City respond to this crisis.

Stay Connected through the Department of Human Resources

Whether you are on-site reporting for essential work, deployed as a Disaster Service Worker or sheltering in place, the Department of Human Resources is here to provide you with key information and helpful resources.

- **Need individual confidential telephone counseling?** Contact the [Employee Assistance Program](#).
- Find out the [latest updates](#) through [DHR's COVID-19 page](#).

Do your part: Stop the spread. Together we can save lives.

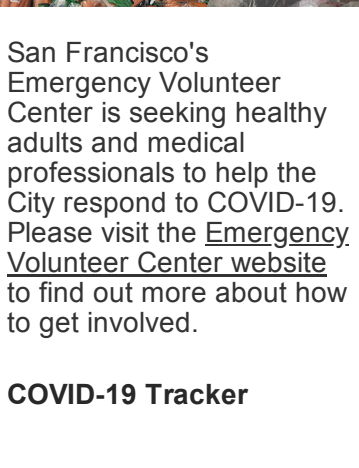


Critical Links

- [Sfgov.org](#)
- [SF DHR COVID-19](#)
- [SF Department of Health Coronavirus Facts](#)
- [SF72](#)
- [Centers for Disease Control and Prevention](#)
- [SF DPH Nurse Triage Hotline](#)
- [SFMTA](#)

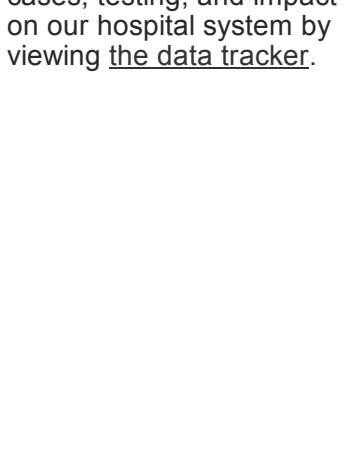
Other Updates

Disaster Service Worker Safety and Training



Employees activated as Disaster Service Workers, no matter the role, will be provided with appropriate and adequate training and personal protective equipment ("PPE") to perform their assigned duties. For more information, read the [City's Disaster Service Worker Guide](#).

Help the Community During COVID-19



San Francisco's Emergency Volunteer Center is seeking healthy adults and medical professionals to help the City respond to COVID-19. Please visit the [Emergency Volunteer Center website](#) to find out more about how to get involved.

COVID-19 Tracker



The City's COVID-19 Data Tracker provides the public with frequently updated information about the coronavirus in San Francisco. You can learn more about the number of cases, testing, and impact on our hospital system by viewing [the data tracker](#).

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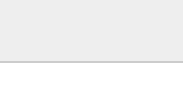
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