



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

Dear City Employee,

Across the City, we are ramping up our efforts to slow the spread of COVID-19 (Coronavirus). We know that we will see an increase in confirmed cases over the next two weeks. The City is doing all it can to prepare our health system by reducing pressure on our hospitals, and increasing capacity for an expected rise in patients. It is our responsibility as public servants to support the Public Health Order, and our colleagues at the Health Department, by staying home or by serving as an essential worker or as a Disaster Service Worker. We all have a part to play.

In this newsletter, you will find:

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Be well,

**Micki Callahan**

**Human Resources Director**

## A Message from Mayor Breed



## Employee Resources During COVID-19

### Employee FAQs

We've gathered the most commonly asked questions regarding employment and the COVID-19 public health emergency into a single handy reference tool for you. Wondering about **employee leave and compensation, telecommuting or workers' compensation**? Visit **DHR's COVID-19 FAQs page**.

### Sick Leave & Vacation Advance

City employees who do not have paid leave available and cannot work due to circumstances related to the COVID-19 emergency now have the option to **get an advance on their paid sick leave or vacation**. Under this policy, the City may advance up to 80 hours of paid sick leave or vacation to eligible employees, based on criteria set by Human Resources Director. This policy is valid as long as the declaration of emergency signed by the Mayor on February 25, 2020 is active.

You may apply using the [Sick Leave or Vacation Advance - Employee Request and Agreement \(COVID-19\) form](#) and follow the Sick Leave and Vacation Advance Procedure guidance to complete.

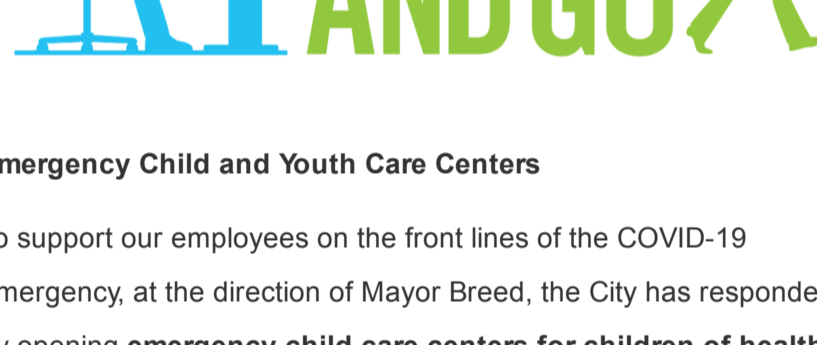
### Telecommuting

The City has temporarily expanded the use of telecommuting, and the use of flexible start and end times for shifts during this period. As you know, not all City employees have jobs that are suited to telecommuting. [Review the City telecommute policy and process](#).

Working at home? Check out our home office workstation ergonomic tips!

1. **Computer** at waist height – if it's too high, add pillows to your chair; too low, stack up cookbooks or a small box to use as a stand. Keep the screen at eye level. Try to find your natural posture.
2. **Arms and Elbows** at waist level – add pillows if your arms are too low, or raise the computer. Put a soft cloth or dishtowel at the edge of the desk as a wrist cushion.
3. **Phone** – use earbuds, or a headset. Make a stand for your cellphone with a clipboard, recipe stand, books or small box. Be sure to give yourself and your phone a break. Shake your hands, rotate your head.

For more help, you can access the Ergonomics Awareness On-Line Training through the [SF Employee Gateway](#). After you sign in, go to Work Links and click on SF Learning. Launch the Ergonomics Awareness Training.



### Emergency Child and Youth Care Centers

To support our employees on the front lines of the COVID-19 emergency, at the direction of Mayor Breed, the City has responded by opening **emergency child care centers for children of health care workers and Disaster Service Workers**.

Grade K-8 Program (Recreation and Park Department)

- Located at 35 recreation centers and clubhouses across the city
- Serves children, grades K-8, Monday through Friday, 7:30 a.m. to 6 p.m.
- Extended hours of 6:30 a.m. to 7:30 p.m. are available for those who need them
- Dedicated recreation professionals provide homework help and a variety of indoor and outdoor activities, including sports, art and STEM projects
- Three healthy meals a day are provided to all participants, organized by DCYF

Invitations to register have been offered to families that meet certain criteria and is non-transferable. For detailed information about the program, see here: [Frequently Asked Questions \(FAQs\)](#).

### Disaster Service Worker (DSW) Update

All City and County employees are designated by both State and City law as **Disaster Service Workers (DSW)**. When the Mayor declares a local emergency, DSWs 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.

**To date, over 580 City employees have been deployed as DSWs through the Emergency Operations Center in response to the COVID-19 public health emergency.**

## CCSF Employee Spotlight



**Who:** Alyssa Sewlal, Communications Manager, Controller's Office

**Role:** Last week, Alyssa was deployed to the citywide Emergency Operations Center (EOC) to help field press calls and respond to social media inquiries – making sure that residents are getting access to the right information.

For Alyssa, being deployed to her first EOC activation has been a reminder as to why she became a civil servant in the first place. "Helping the diverse range of communities in our City stay informed is important in any situation. Right now my priority is to help make sure people have access to the most up-to-date information on how San Francisco is addressing the COVID-19 epidemic. I am especially proud to work side by side (figuratively, of course) with City and County employees from different departments dedicated to the common goal of keeping residents and workers safe and healthy. This is what public service is all about."

## Read of the Week

The City has FAQs on [how to practice social distancing when outside the home](#). Updated frequently, so check back if you don't find the answer to your question.

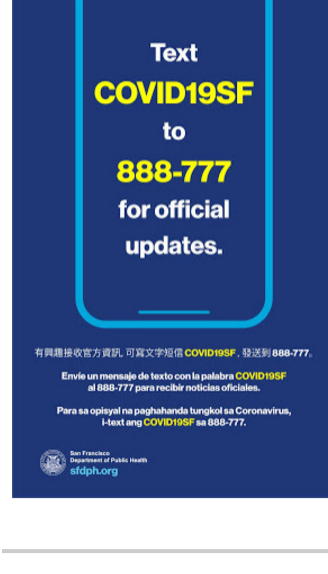
The recommendations will protect the health of vulnerable populations and ensure that essential public services (schools and transportation) are taking steps to protect the public.



## Stay Connected through the Department of Human Resources

Whether you are onsite 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](#).
- **Stay tuned** for weekly newsletters from DHR, sent every Monday, and an essential information update sent as-needed on Thursdays.



### Critical Links

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

### Other Updates

#### SFUSD School Closures

All SFUSD schools are closed through May 1. Visit the [SFUSD website](#) to find out more information about free meals, childcare and updates on COVID-19.

#### Public Transit

Beginning Monday, March 30, all Muni Metro and light rail routes will be replaced by buses (J/KT/L/M/N). Metro subway stations will be closed, except for downtown stations which will remain open for BART service during their operating hours. Customers may use the same bus stops as the early morning Metro bus service.

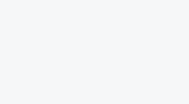
Stay updated on [SFMTA's COVID-19 developments and response](#).

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