



STRICT ENFORCEMENT OF COVID-19 HEALTH ORDERS AND GUIDANCE IN THE WORKPLACE

June 1, 2020

City and County of San Francisco Employees:

The City and County of San Francisco is committed to protecting the health, safety, and well-being of our employees as we continue to serve the residents of San Francisco, and as we adjust and adapt to the impacts and changes from the COVID-19 pandemic. The COVID-19 epidemic in our communities has threatened the health and safety of City residents and employees, especially those in the vulnerable population. Because COVID-19 is highly contagious, the City is taking significant measures, consistent with public health guidance, to protect our employees and the public we serve.

The City has operated under a legally enforceable Stay-Safe-At-Home Order issued by the County Health Officer on March 16, 2020. The Health Officer recently extended this directive, lifting some restrictions on activities and business operations but setting no new end date. These Health Officer orders are intended to protect the public health by slowing the spread of the virus that causes COVID-19.

The vast majority of the public remains susceptible to the Coronavirus as there is not yet an effective vaccine, treatment, or cure for the disease. Some City employees have worked on site or in the field throughout the emergency, while others have worked remotely or been on paid furlough. On June 1, 2020, the City will begin to expand its operations in the workplace. As more employees return to the worksite, **the City will strictly adhere to all public health orders to ensure the safety of the workplace and our employees.**

This policy informs City employees who are reporting in person to the workplace that **compliance with all [Health Orders](#) and [guidance issued](#) by the Department of Public Health (DPH) and the Department of Human Resources (DHR) is mandatory and will be enforced.**

The current Health Orders and guidance include, but are not limited to, the following key requirements when at the worksite:

- Employees who are sick cannot come to work.
- Physical Distancing: Employees must stay at least 6 feet away from others while at the worksite, unless the work requires close interaction (for example, providing direct medical care).
- Face Coverings: In addition to physical distancing, employees must wear a face covering that covers the nose and mouth at all times when coworkers are nearby, when interacting in person with a client or customer, and in any location where members of the public or other coworkers are regularly present, even if no other person is present at the same time (such as, but not limited to, common areas, hallways, stairways, elevators, parking facilities, waiting areas, reception areas, restrooms, etc.). A face covering is not required when an employee is alone in a personal office (a single room).

- Health Screenings: Employees must complete a [COVID-19 health screening](#) before entering the workplace every day, and follow the recommendations set by the DPH. Employees may be required to provide the answers to the health screening questions in person or by other electronic means before entering the workplace.
- Testing: Some worksites will require regular COVID-19 testing as a condition of entering the workplace. Where diagnostic testing is required, an employee must have a negative test result to enter the workplace.

In addition to the Health Orders and guidance, employees should do all they can to stay healthy and prevent the spread of the virus. Employees should wash their hands often, cover their cough or sneeze, and avoid touching their eyes, nose and mouth with unwashed hands. Employees should avoid physical contact with others in the workplace (no handshakes or hugs) and avoid touching high-touch surfaces.

All City employees are eligible for and can schedule an appointment for a free COVID-19 test with their healthcare provider or at a [CityTestSF](#) location. Employees do not need to be experiencing [symptoms](#) or have been exposed to someone with COVID-19 to get tested.

These safety rules are essential to protect the health of City employees and the public. All employees must comply with them. **An employee who fails to comply with the requirements of the Health Orders, and/or DPH and DHR COVID-19 infection control guidance, will receive one direct notice of the requirement, and will be given an immediate opportunity to comply with the safety rule. If the employee does not immediately comply, the employee will be sent home on vacation or accrued leave, other than sick leave. If the employee does not comply with the requirement a second time, the City will proceed with termination of employment, without further progressive discipline.** There is no tolerance for employees who will not adhere to these reasonable and necessary safety requirements. If an employee is unable to comply with any of the health orders based on a qualifying disability or medical restrictions, they may request an accommodation by contacting their departmental Human Resources representative for assistance.