

March 16, 2020

Dear City Employees,

Today we announced that the our County Health Officer has issued a Public Health Order requiring that residents remain at their place of residence, except to conduct essential activities, essential business, and essential government functions. This measure is necessary to slow the spread of novel coronavirus (COVID-19) in our community. Please do not feel that you need to rush home. Individuals will be able to continue to shop for groceries, prescription medications, go to the bank, pick up take-out from restaurants, and help vulnerable family members (see [FAQ's here](#)).

As San Francisco continues to feel the impacts of COVID-19, it is important that we all come together as one workforce and one City to respond to this public health emergency. It is in these times of need that the public relies more than ever on our City employees, particularly those providing critical City services such as health care workers, transit operators, first responders, and those who have been deployed as Disaster Service Workers. I know this is a time of uncertainty and fear, but it can also be a time when we show pride in our City by coming together to meet the challenge of taking care of those most in need of critical City services.

As City employees, we are all Disaster Service Workers and may be called on to step up. Over the coming days as the City continues to address the impacts of this public health crisis, we all must be prepared to support one another and support our City. As a Disaster Service Worker, you may be asked to help support the City's response in any number of ways. We want and need your support. We know that not every employee may be able to help with the response due to health or other circumstance, but we are going to need those who can help to do so. The City will continue to do all it can to minimize health risks for our employees consistent with Department of Public Health recommendations and occupational health standards.

Your department may have specific essential departmental operations that will require you to continue to work and your Department Head or Manager will advise you if you are required to be at work. City employees who cannot work remotely and who are not performing essential services should check with their supervisors and plan to stay home beginning tomorrow until further notice. Employees performing essential services must still report to work and those that can perform their work remotely must continue to do so. Essential services at this time include, but are not limited to:

- Public safety and first responders (sworn police, fire, and deputy sheriff staff)
- Transit operations (including MTA and SFO)
- Work performed by all Department of Public Health employees
- Human Services Agency Public Benefits enrollment, continuing eligibility, emergency housing services and distribution
- Child and Adult Protective Services Emergency Hotline and Protective Services Response
- In home care for vulnerable populations
- Utilities (water, power, sewer)
- 911 and 311 Operations
- Sanitation
- Deployed Disaster Service Workers

Over the coming days the City will be working with departments to prioritize essential services and shift support and personnel to support those services. Your manager and Department Personnel Officer will be in touch with you about any changes in your assignments or other duties.

Additionally, we understand you may also be concerned about a potential loss of work as the City begins to reduce some of its operations. Please know that we are doing all we can to support our employees at this time. That is why I have authorized our departments to provide income security to our regularly-scheduled employees through April 17, 2020. That means if you cannot telecommute and we have no work for you in any department or as a Disaster Service Worker, you will be placed on paid furlough.

Together we can all help guide our City through this crisis. I would ask that you remember as public employees helping the public is our duty, our obligation, and our purpose.

Thank you for all that you have done and will continue to do to help the people of San Francisco.

Sincerely,

London N. Breed
Mayor