



Newsletter

COVID-19 Edition

Dear City Employee,

In our continued response to COVID-19, the importance of practicing physical distancing and using physical barriers when sharing spaces with others cannot be overstated. As a City, we have relied on these practices to slow the spread of the coronavirus. Telecommuting, in particular, has been a critical tool in our response. It has allowed many workers to continue their important work and keep the City moving forward while taking the necessary steps to protect themselves and lessen the impact of COVID-19.

As the City begins to slowly reopen, practices to physically distance and create physical barriers will remain vital for preserving and sustaining the progress we have made to manage this virus. As a reminder, all workers including managers and supervisors who are able to telecommute must complete the mandatory training before working from a designated location away from their regular work sites. [Information and training materials can be found here.](#)

As always, thank you to all of you who have stepped forward during this crisis.

Be well,

Micki Callahan

Human Resources Director



Important Links

- [Sfgov.org](https://sf.gov)
- [SF DHR COVID-19](#)
- [SFCENtral](#)
- [SF Department of Health Coronavirus Facts](#)
- [SF72](#)
- [Centers for Disease Control and Prevention](#)
- [SF DPH Nurse Triage Hotline](#)
- [Disaster Service Workers](#)
- [SFMTA](#)

Quick Links to Newsletter Sections:

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- [Employee Spotlight](#)
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- [Stay Connected](#)

Other Updates

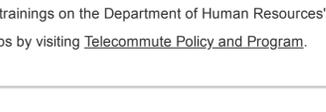
COVID-19 Testing Options



Anyone living or working in San Francisco can [get tested](#) at various locations.

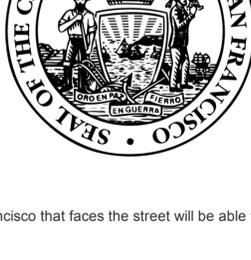
Critical Updates

Mandatory Training for Telecommuting



As the City slowly reopens, all workers, including managers and supervisors, who are able to telecommute are required to review the telecommuting guidelines and complete the mandatory trainings on the Department of Human Resources' website. Workers can complete these steps by visiting [Telecommute Policy and Program](#).

Amended Order Allows Retailers to Reopen for Curbside Pickup



Under the amended [Stay Home Order](#), many retail and related businesses may resume operations for storefront pickup as of May 18, 2020. Key requirements of the [Stay Home Order](#) issued on April 29th remain in place, including requirements to stay home except for essential needs and certain permitted activities, including outdoor businesses and activities.

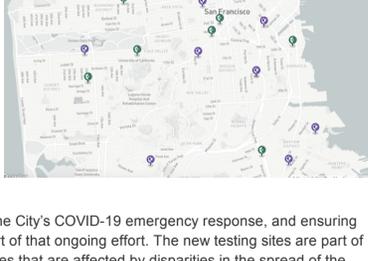
Under the amended order, any retail store in San Francisco that faces the street will be able to operate under the following conditions:

- Storefront, curbside, or outside pickup only.
- Stores must have access to an adjacent curbside adjacent sidewalk, street, alley, or parking lot for pickup by customers using any form of permitted travel.
- Retail stores in an enclosed indoor shopping center may not reopen at this time, except to the extent that the store has a separate entrance to an exterior sidewalk.
- Businesses must have a Social Distancing Protocol and implement a new Health and Safety Plan for operating.

Customers may not enter a retail store; they must complete purchases in advance or via storefront, curbside or outside pickup only. San Franciscans must continue to follow social distance requirements and wear face coverings when waiting in line for pickup.

Read the full [amended health order](#) here.

Three New COVID-19 Testing Sites in Underserved Areas



The City recently added three new COVID-19 testing opportunities, including the City's first mobile testing site, testing for families in Hunters View, and a second testing site at the City College Student Health Center.

Equity has been a central focus of the City's COVID-19 emergency response, and ensuring access to testing is an important part of that ongoing effort. The new testing sites are part of the City's efforts to reach communities that are affected by disparities in the spread of the coronavirus and provide additional testing resources in areas of the City that do not currently have as many testing options. Combined, the new sites will add capacity to conduct over 500 additional COVID-19 tests per day and move the City towards its goal of universal access to testing for all San Franciscans.

For more details about the new testing sites, read Mayor Breed's [full announcement](#).

Mayor London Breed Announces Additional Food Relief for Students During COVID-19 School Closures



Families with children eligible for free or reduced-price school meals can receive additional support to purchase groceries through the [California's Pandemic Electronic Benefit Transfer Program \(P-EBT\)](#).

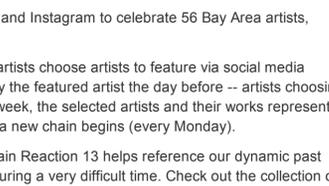
Children who receive P-EBT support may continue to pick up SFUSD's free [grab and go meals](#) from 24 locations throughout the city; receiving P-EBT benefits does not replace any emergency school meal programs or CALFresh.

Families with P-EBT eligible children who receive CalFresh, Medi-Cal, or Foster Care benefits do not need to apply for P-EBT benefits and will receive a P-EBT card of up to \$365 for each eligible child. Cards will arrive in the mail from the State through the end of this month. Other families receiving free or reduced-price meal benefits but not on public benefit assistance will need to complete a short [online application](#), which will open on May 22. The deadline to apply is June 30, 2020.

Read the [full announcement here](#).

Well-Being Resources

SF Arts Commission Exhibition on Facebook and Instagram

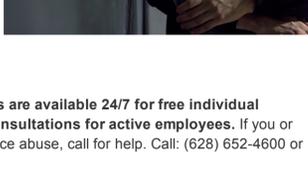


In conjunction with its 50th Anniversary season, the SF Arts Commission Galleries is staging one of its hallmark exhibitions, Chain Reaction, on Facebook and Instagram to celebrate 56 Bay Area artists, writers, and curators.

Chain Reaction 13 is an exhibition where artists choose artists to feature via social media posts. Each day's participant is selected by the featured artist the day before -- artists choosing artists choosing artists. At the end of the week, the selected artists and their works represent a chain reaction of artwork. The next week, a new chain begins (every Monday).

The exhibit is currently in its 6th week. Chain Reaction 13 helps reference our dynamic past and engage and fund [56 regional artists](#) during a very difficult time. Check out the collection of Chain Reaction 13 artists, a description of their work, and their art on [Facebook](#) and [Instagram](#).

Mental Health Awareness Month: Substance Use & Abuse



During times of stress and uncertainty, people may have a tendency to increase their use of [alcohol, nicotine and other drugs](#) as a way to reduce stress and cope. Learn more about [substance abuse and the warning signs](#).

Employee Assistance Program Counselors are available 24/7 for free individual confidential telephone counseling and consultations for active employees. If you or someone you know is struggling with substance abuse, call for help. Call: (628) 652-4600 or (800) 795-2351.

Employee Spotlight

Faye Lacanilao,

Language Access Coordinator, Office of Civic Engagement and Immigrant Affairs (OCEIA)



Currently, I am on DSW duty as a Filipino Translator for the Joint Information Center (JIC) at the Emergency Operations Center (EOC). Our translation team supports the JIC in ensuring that every San Francisco resident receives the same information and services, regardless of the language they speak.

Being a Translator for the EOC-JIC has been fun and challenging at the same time. It was amazing to see so many City and County workers in one place, working together to make sense of this health crisis. During my first few days, I would give myself pep talks on my bus ride, so I could come in with the proper mindset to help my team, whatever the circumstance may be. I ended up making meaningful connections, new friends, and found myself enjoying my time there. Of course, we still have a lot of work to do and improvements to make, but it's comforting to know that everyone who works there at the EOC is committed to finding better ways to serve San Franciscans every day.

Employee Resources

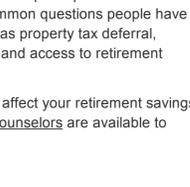
Housing for Front Line Workers



To help support essential workers responding to COVID-19, the City has made a number of hotel rooms available to City employees and partner organizations. Providing safe and accessible temporary housing helps prevent the spread of COVID-19 within first responder communities and offers relief to those workers that may be working extended hours or commuting over long distances.

Access the [Application Portal](#) for more information.

Emergency Childcare for Essential and Frontline Workers



San Francisco's emergency child and youth care centers will remain open until at least June 2.

If you need support connecting to emergency child and youth care in the City, [find registration information here](#).

SF Health Service System Employee Assistance Program (EAP) is Now Available 24/7

The Employee Assistance Program (EAP) is now available to help 24/7. Your emotional health is just as important as your physical health during this COVID-19 pandemic.

If you need a quick stress relief, counseling or a management consultation, give the EAP counselors a call anytime at (628) 652-4600 or (800) 795-2351.

COVID-19 Financial Questions

Assessor Carmen Chu has launched a new video series called "Cooped Up with Carmen" to connect residents with information and answer some of the common questions people have shared. So far, she has brought in experts to cover topics such as property tax deferral, stimulus checks, 90-day mortgage grace period, student loans, and access to retirement funds. The series is available on [her Facebook page](#).

Are you wondering how the economic impacts of COVID-19 will affect your retirement savings plan? San Francisco's [Deferred Compensation Plan \(SFDCP\)](#) counselors are available to address your questions and concerns.

Employee FAQs

We've gathered the mostly commonly asked questions regarding employment and the COVID-19 public health emergency into a single handy reference tool for you. Looking for answers about using leave or how DSW appointments work? Visit [DHR's COVID-19 FAQs page](#).

Stay Connected to DHR

Stay Connected through the Department of Human Resources

Whether you are on-site reporting for essential work, deployed as a Disaster Service Worker or staying at home, 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.

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