



**PAID ADMINISTRATIVE LEAVE FOR EMPLOYEES WORKING ON-SITE OR IN THE FIELD**

September 8, 2020

On March 31, 2020, Mayor Breed authorized the Human Resources Director and the Director of Transportation for SFMTA to implement emergency benefits to address the COVID-19 public health emergency. Authorizing paid administrative leave is one of those benefits. The City provides paid administrative leave for employees required to work on-site, who need time off due to COVID-19 exposure, symptoms, or diagnoses. Allowing employees to take paid leave reduces the risk of spreading the virus in the workplace and supports employees with time to seek COVID-19 testing and, if necessary, to isolate and/or recover before returning to work.

While testing has been the primary strategy for determining who is eligible for paid administrative leave and for how long, recent CDC and SFDPH guidance no longer supports a test-based strategy because, in the majority of cases, it results in excluding from work employees who are no longer infectious, but who may continue to test positive for the virus. Consequently, the City will follow the most recent CDC guidelines as of August 10, 2020, recommending a time-based strategy for determining the duration of paid administrative leave for employees with COVID-19 exposure, symptoms, or diagnoses.

Departments have the City and County of San Francisco's Workplace Case Investigation and Contact Tracing guidance and tools to aid in defining and identifying close contact exposures occurring in the workplace. Also pursuant to prior guidance, eligible employees must exhaust available Emergency Paid Sick Leave (ESP) and the new COVID-19 sick leave allocation (COV), before taking paid administrative leave.

Effective immediately employees required to work on-site or in the field who take time off work due to COVID-19 exposure, symptoms, or diagnoses will be subject to the following limits on paid administrative leave:

**Employees Having Close Contact with Confirmed COVID-19 Positive Persons in the Workplace or In the Field:**

Up to 14 days of paid administrative leave beginning from the date of the close contact exposure. During the leave employees must quarantine for 14 days, and self-monitor for fever or other COVID-19 symptoms.

Employees who develop COVID-19 symptoms should immediately contact their health care provider, the department's designated HR official, and CityTestSF or their health care provider to schedule a COVID-19 test. Employees unable to schedule a COVID-19 test within 48 hours through their own health care providers should use CityTestSF, which provides testing within 24 to 48 hours.

Paid administrative leave will terminate after 14 days, unless employees submit medical certification confirming incapacity caused by COVID-19.

Employees who receive a negative COVID-19 test following a Close Contact may not leave quarantine and return to work earlier than 14 days.

Employees will not receive additional paid administrative leave to schedule COVID-19 testing after the 14-day period.

**Employees with COVID-19 Symptoms and/or Positive Test**

- Up to 10 days of paid administrative leave beginning from the date presumed COVID symptoms first appeared, (or test date if asymptomatic) and
- At least 24 hours have passed without a fever and the use of fever-reducing medications, and
- Symptoms have improved yet may not be completely resolved.
- COVID-19 retesting to show a negative test result is **not** required for return to work.

Paid administrative leave will terminate after 10 days unless employees submit a medical certification confirming incapacity caused by COVID-19. Employees who test positive for COVID-19 during the 14-day period following a close contact must return to work 10 days after the date that the positive test was taken.

Employees will not receive additional paid administrative leave to schedule COVID-19 testing after the 10-day period, as repeat testing is unnecessary.

In situations where an employee is hospitalized for COVID-19, paid administrative leave may be extended to 20 days to account for longer rehabilitation.

Paid administrative leave will terminate after 20 days, unless employees file for workers' compensation benefits claiming disability resulting from a workplace exposure and submit medical certification confirming ongoing incapacity caused by COVID-1.