April 1, 2020

Subject: Shelter in Place Order Extended Through May 3, 2020 & New Employee Leave

Dear City Employees:

Health officers of seven Bay Area counties, including San Francisco, issued a new health order extending the shelter-in-place order through May 3, 2020. This order went into effect at 11:59 p.m. on March 31, 2020, and replaces the previous order.

The new order includes new restrictions and stricter social distancing rules to help slow the spread of COVID-19 (Coronavirus). It also defines essential business activities, which must continue during the emergency.

Here is how the new health order applies to you:

- Physical distancing requirements are mandatory (stay at least six feet from anyone who doesn’t live with you).
- Fenced dog parks are closed. Open spaces that allow dogs, such as Crissy Field, are open.
- You cannot use any shared recreational facilities, such as golf courses, tennis courts, basketball courts, and climbing walls.
- You cannot play sports that share equipment, such as frisbee, basketball, or soccer, with anyone who doesn’t live with you.
- Businesses that supply products that people need to work from home are no longer essential businesses. They must close their storefronts. Direct delivery to homes or businesses may continue.
- Essential businesses such as grocery stores, banks, and pharmacies can remain open, but must stop running the parts of their operations that are not essential.
- Essential businesses must follow cleaning rules, and put in place rules to keep people a safe distance from each other.
- Most construction must stop. Projects to help keep people safe and housed are exceptions.

Information on construction projects during the coronavirus outbreak will be updated as it is available.

You can read the full health order here. For frequently asked questions, visit https://sf.gov/stay-home-except-essential-needs.
To further support City employees during this emergency, Mayor Breed, through a supplemental emergency declaration, expanded benefit and leave provisions for City employees.

These are effective April 1, and include:

- Income security (paid furlough) through May 1 for regularly-scheduled employees are available to work but for whom we have no work;
- An additional 80 hours of paid sick leave to use for a variety of circumstances, including mitigating the impacts of school closures;
- Full Implementation of the Emergency Paid Sick Leave provisions of the federal Families First Coronavirus Response Act;
- Up to 80 hours of compensatory time off for employees who do not normally earn comp time, to recognize the extra work they perform during the emergency;
- Waiving MOU and Charter limits on how much vacation and paid time off employees can accrue;
- Allowing essential employees who are required to come to work to earn additional floating holidays at the rate of 8 hours for every 40 hours worked;
- Establishing a City paid administrative leave program for any essential employee who is required to come to work, in the event they are diagnosed with COVID-19 or have confirmed COVID-19 symptoms.

To apply for any of the newly created benefits or leaves visit the [https://sfdhr.org/covid-19](https://sfdhr.org/covid-19).

Additionally, San Francisco is facing a growing need for Disaster Service Worker support and we need your help. Please take our [interest survey](https://sfdhr.org/covid-19) to help us anticipate and manage future needs as the City’s response evolves. This is an opportunity for you to proactively support the City as a Disaster Service Worker in areas that may be outside of your normal day-to-day work.

Finally, if you have questions, the DHR [COVID-19 webpage](https://sfdhr.org/covid-19) provides employees with the latest updates and resources available, including [Frequently Asked Questions (FAQs)](https://sfdhr.org/covid-19).

Thank you for all you are doing to respond to the COVID-19 (Coronavirus) public health emergency. Whether you are performing essential services, working at the Emergency Operations Center (EOC) as a Disaster Service Worker, or staying at home to help flatten the curve, you are playing a key role in our collective efforts.

Be well.

Sincerely,

Micki Callahan
Human Resources Director