



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>.

**Additionally, San Francisco is facing a growing need for Disaster Service Worker support and we need your help. Please take our [interest survey](#) 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](#) provides employees with the latest updates and resources available, including [Frequently Asked Questions \(FAQs\)](#).

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