

March 18, 2020

Dear City Employees,

When there is a crisis or an emergency, San Franciscans depend on us to respond and keep the City moving to maintain the delivery of vital services. With so much fear and anxiety about COVID-19, it is up to us to show people confidence, capability and leadership.

As City employees, we are all Disaster Service Workers and many of you have already been called to step up.

I want to express my sincere thanks for the work you continue to do, day after day, in service of our great City:



On Monday, we announced a new Public Health Order for people to stay at home, except to conduct essential activities, essential business, and essential government functions.

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.

The City will continue to do all it can to minimize health risk by following the Department of Public Health's recommendations and occupational health standards.

If you have more questions or need additional information about the Public Health Order, please check with your supervisor or take a look at these [FAQs](#).

If You Cannot Work

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.

Stay Healthy

You can reduce your risk of getting sick by following these guidelines:

- Wash your hands with soap and water for at least 20 seconds.
- Cover your cough or sneeze.
- Stay home if you are sick.
- Avoid touching your face.

- Follow [social distancing](#) guidelines
- Reduce the time you are around others outside the home, even when at least six feet away.

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