

March 13, 2020

Dear City employees:

This is an incredibly challenging time for our entire City and for our employees. Everyone needs to do their part to decrease the spread of the COVID-19 and protect public health.

You should know that the City is taking every precaution to keep our employees healthy and safe. At this time, current Center for Disease Control (CDC) guidance says that employees remain at low risk of contracting COVID-19 unless they are providing direct care to an individual who has been infected with the COVID-19.

I want each and every one of you to focus on taking care of yourself and your families. If you or a family member are sick, **please stay home**. I do not want you to be concerned about losing income during this emergency and have enacted and expanded policies to help our City employees:

Telecommuting

I am encouraging departments to temporarily expand the use of telecommuting. Where possible and with approval from your manager, employees who can telecommute should do so.

Paid Sick Leave

City employees who do not have paid leave available and cannot work due to circumstances related to the COVID-19 emergency, now have the option to get an advance on their paid sick leave or vacation.

Expanded Cleaning

City buildings have increased frequency of cleaning of shared spaces and frequently touched surfaces.

Remember that your risk of exposure to COVID-19 is not related to who you are or where you are from. The best way to protect your health is by taking preventive measures such as consistent hand washing for at least 20 seconds, covering coughs and sneezes, and staying home if sick.

I want to thank the hundreds of City employees that have stepped up to serve as Disaster Service Workers during this emergency to protect the health and safety of all of our residents and employees.

Best,

London N. Breed
Mayor