



March 24, 2020

Subject: COVID-19 Update for City Employees

Dear City Employees:

Thank you for all you are doing to respond to the COVID-19 public health emergency. You can be proud of your service to the public at this time.

Across all departments, we are working hard to reduce pressure on our hospitals, and to increase capacity for an expected increase in patients. We do not know how large that increase will be, but the City is estimating that it will arrive within two weeks. The increase in patients will be smaller if San Franciscans strictly adhere to the Public Health Order to stay at home.

Here is a brief update:

- San Francisco hospitals are developing a unified plan to respond to an expected surge in COVID-19 patients who require hospitalization.
- St. Francis Memorial Hospital will open a new floor with 48 beds dedicated to COVID-19 patients early next month.
- The Department of Public Health has issued 11 Health Orders in the 13 days since our first confirmed case of COVID-19.
- Over 400 City workers have been deployed as Disaster Service Workers (DSWs) through the Emergency Operations Center (EOC) to assist in the response, including many who are doing jobs that are different from their usual assignments.
- Employees are providing essential services throughout the City, where there are new safety protocols in place, including reduced public contact, enhanced cleaning procedures, and social distancing to reduce the risk of exposure.
- Telecommuting has been significantly expanded across the City, with employees performing their regular duties or DSW assignments remotely.

Regularly-scheduled employees for whom the City has no work, either as essential employees, DSWs, or telecommuters, have been placed on paid furlough. Employees on paid furlough must be available to work and can be called back to work at any time, either in their departments or as deployed DSWs. The City has offered to continue the paid furlough program until April 17, 2020 if needed. We are in ongoing discussions with our City unions about this and other impacts of the disaster.

Paid sick leave and vacation are available for those unable to work due to illness or to provide child care as needed due to school closures. Those who need sick leave and who do not have any available, including new hires, can request a sick leave or vacation advance. To apply, use this [link to the application](#), and follow the [guidance here](#) to complete the form.

If you have concerns about your health or potential exposure to COVID-19, please contact your personal health care provider or the City's [Nurse Triage Hotline](#).

During this challenging time for our City, we remind you that counseling services from the [Employee Assistance Program \(EAP\)](#) are available to all employees.

Finally, DHR has developed a [COVID-19 webpage](#) to provide employees with the latest updates and resources available including [Frequently Asked Questions \(FAQs\)](#).

Be well.

Sincerely,

Micki Callahan  
Human Resources Director