



# Newsletter

October 2020 Edition

Dear City Employee,

This past month has provided continued challenges for all of us. Wild fires burning across the Bay Area and beyond have significantly impacted Bay Area air quality. Please look for alerts via email and text message from DHR for information on how you should respond when air quality declines.

In this edition of the DHR newsletter you will learn more about the steps the city takes during periods of poor air quality and also about the important open enrollment dates for health benefits, the reopening of San Francisco schools, where you can get a flu shot this season, and the importance of taking care of your mental health.

It has been a pleasure serving the city and county of San Francisco for the last fifteen years. As I transition to retirement, Carol Ise, Employee Relations Director will be stepping in as Acting Human Resources Director. Carol is well suited to work with all city departments, labor partners, and community stakeholders to continue to help the San Francisco at the forefront of life-changing workplace policies. I wish her well.

As always, thank you for your service to the residents of San Francisco.

Be well,  
**Micki Callahan**  
Human Resources Director

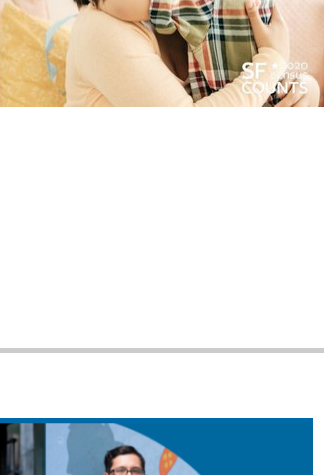
### Quick Links to Newsletter Sections:

- [Critical Updates](#)
- [Well-Being Resources](#)
- [Employee Spotlight](#)
- [Employee Resources](#)
- [Stay Connected](#)

### Important Links

- [SF99V](#)
- [SF DHR COVID-19](#)
- [SFCENTRAL](#)
- [SF Department of Health Coronavirus Facts](#)
- [SF72](#)
- [Centers for Disease Control and Prevention](#)
- [SF DPH Nurse Triage Hotline](#)
- [Disaster Service Workers](#)
- [SEMTA](#)

### Other Updates



### Parking Enforcement

**Reminder:** On September 14, the SFMTA resumed enforcement of parking permits and time limits for all of San Francisco's Residential Parking Permit (RPP) areas.

## Critical Updates

### Complete the Census Today

The 2020 census ends on October 6th. Make sure your family is counted.

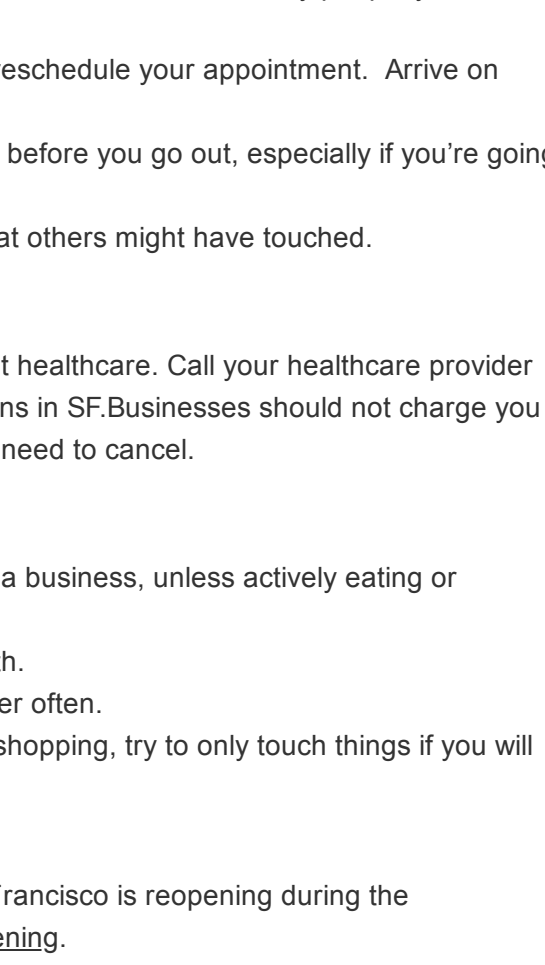


An accurate census ensures hospitals, schools, small businesses, and more get funding for the next 10 years! Make sure your family, friends, and neighbors [complete the census today!](#)

Log on to [my2020census.gov](https://my2020census.gov) or call (844-330-2020).

### October Open Enrollment

Open Enrollment takes place between October 1st to the 30th. During this time, you can enroll, change or drop health plans for you and your dependents for plan year 2021, which starts January 1st.



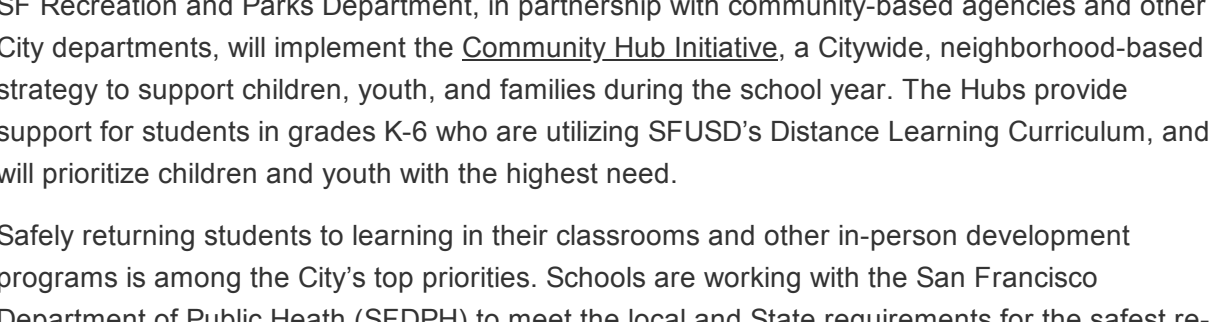
To learn more about your benefits and rates, take a look at the 2021 Open Enrollment Booklets that will arrive in your mailbox soon or visit [sfhss.org/e2021](https://sfhss.org/e2021).

This year, SF Health Services System (HSS) will be hosting six virtual Health Fair webinars throughout the month of October to ensure you are informed about your benefits safely. Due to COVID-19 SFHSS in-person offices are closed to the public. If you need assistance with open enrollment, new hire or retirement enrollment, you can call SFHSS at (628) 652-4700 or visit their website at: [sfhss.org](https://sfhss.org).

### Mental Health in the Time of COVID-19

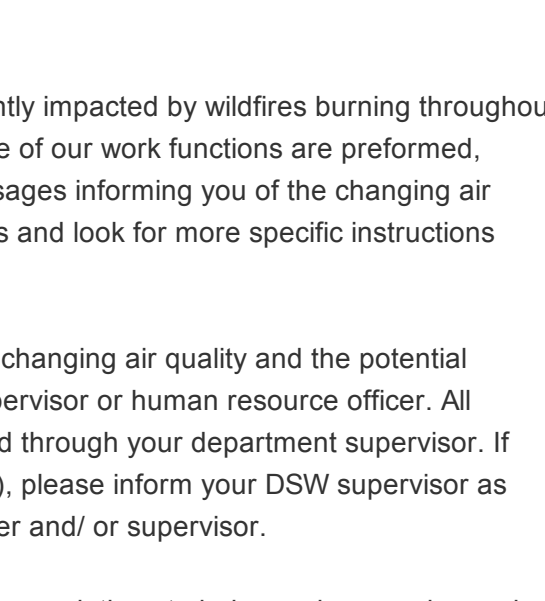
The precautions we take to stay safe from COVID-19 such as isolating and physically distancing from each other can be overwhelming and stressful. Taking action to stay connected with people you care about can help reduce anxiety and is essential for your mental health. Whether you are having a bad day or struggling to make it through each day, no matter how bad it gets, remember you are not alone. Coping with stress in a healthy way will make you, the people you care about, and your community stronger.

Find mental health resources at <https://sf.gov/takecaresf>.



### Plan Safer Outings

Even as we reopen San Francisco, the safest choice is to stay home. If you do go out to public places or shop at local businesses, you can reduce your risk for getting or spreading COVID-19 by following the below tips:



#### Plan for your outing

- Outdoor activities are safest. Avoid being indoors. If you have to be inside, try to be in rooms with open windows or good ventilation.
- Minimize how long you will spend outside of your home, and how many people you interact with.
- Make reservations if you can. If you feel sick, reschedule your appointment. Arrive on time, so you do not need to wait long.
- We recommend using your bathroom at home before you go out, especially if you're going to a gym. Lockers and showers will be closed.
- Bring disinfecting wipes to sanitize anything that others might have touched.

#### Check for COVID-19 symptoms

If you feel sick, do not leave your house except to get healthcare. Call your healthcare provider to get tested, or you can get tested at various locations in SF. Businesses should not charge you a cancellation fee if you or your family feels sick and need to cancel.

#### When you are out

- Wear a face covering the entire time you're at a business, unless actively eating or drinking.
- Stay 6 feet apart from people you don't live with.
- Avoid touching your face and use hand sanitizer often.
- Try not to touch any surfaces inside. If you're shopping, try to only touch things if you will buy them.

For guidance, updates, and resources on how San Francisco is reopening during the coronavirus pandemic visit <https://sf.gov/topics/reopening>.

### Domestic Violence Awareness Month

October is Domestic Violence Awareness Month. Domestic violence can happen in all types of relationships. Domestic violence is a serious violent crime that includes both physical and emotional abuse. Without us even knowing, our co-workers may be experiencing abuse at home. During the COVID-19 pandemic it is more important than ever for people to feel safe in their own homes.



The workplace can be a strong source of support for employees who are experiencing domestic violence. The Domestic Violence Liaisons (DVL) program is a city sponsored initiative that has created a network of city employee DVLs specially trained to help co-workers connect to services and understand their rights at work if they are experiencing domestic violence. For more details about workplace rights for Victims of Domestic Violence, Sexual Assault, and Stalking [click here](#).

The City has DVLs across 32 departments. This means any city employee affected by domestic violence can access a DVL in their own department, or any other participating department. If you need support from a domestic violence liaison, please reach out via email at this time. [Click here for the domestic violence liaison list and contact information](#).

The City also funds community-based organizations through the Department on the Status of Women to provide domestic violence, sexual assault, and human trafficking services. You can learn more about these agencies [here](#).

### Safely Reopening Schools and the Community Hub Initiative



During the COVID-19 pandemic, San Francisco schools have offered distance learning. In late July, Mayor London Breed announced that DCYF and the SF Recreation and Parks Department, in partnership with community-based agencies and other city departments, will implement the [Community Hub Initiative](#), a Citywide, neighborhood-based strategy to support children, youth, and families during the school year. The Hubs provide support for students in grades K-6 who are utilizing SFUSD's Distance Learning Curriculum, and will prioritize children and youth with the highest need.

Safely returning students to learning in their classrooms and other in-person development programs is among the City's top priorities. Schools are working with the San Francisco Department of Public Health (SFDPH) to meet the local and State requirements for the safest reopening. The [dashboard linked here](#) identifies the schools that have begun this process by sending an initial letter of interest to SF DPH to reopen, and shows where each school is in the process. San Francisco schools may resume in-person instruction with approved safety plans in place.

### Air Quality Alerts

Air quality in San Francisco continues to be significantly impacted by wildfires burning throughout the Bay Area. Changing air quality impacts how some of our work functions are performed, especially outdoors. You may receive DHR Alert messages informing you of the changing air quality. Please pay close attention to these messages and look for more specific instructions from your department on how you should respond.

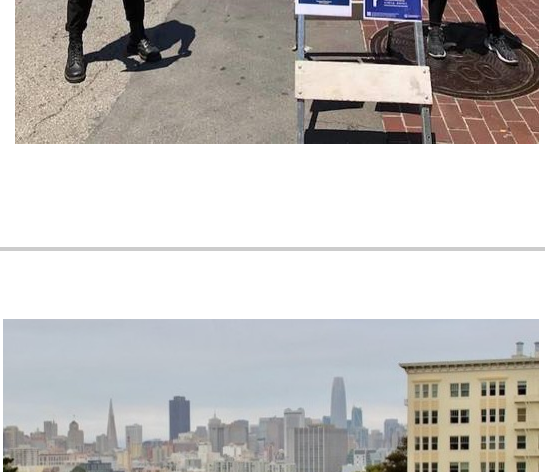
If you need adjustments to your schedule due to the changing air quality and the potential associated health risks, contact your department supervisor or human resource officer. All absences or schedule adjustments must be approved through your department supervisor. If you are working as a Disaster Service Worker (DSW), please inform your DSW supervisor as well as your home department human resource officer and/or supervisor.

The chart below details the Cal/OSHA Wildfire Smoke regulations to help employees who work outdoors stay protected from the effects of wildfire smoke and examples of effective defenses that will continue. Please note that non-ITF tested N95s are proven to be the most effective defense against poor air quality besides staying indoors with filtered air. Although use of these masks is voluntary when performing essential outdoor work during poor air quality it is strongly encouraged by health officials.

Air Quality Index	Level of Health Concern	Interventions
101-150 (Orange)	Unhealthy for Sensitive Groups	<ul style="list-style-type: none"> <li>Employees with cardiovascular or respiratory conditions or those who show signs of injury or illness from exposure to wildfire smoke may access available leave consistent with City policies at this and higher levels.</li> </ul>
151-200 (Red)	Unhealthy	<ul style="list-style-type: none"> <li>Non-essential outdoor work involving physical labor will be postponed.</li> <li>Voluntary use respirators will be offered to essential employees working outdoors.</li> <li>Essential staff working outdoors should be provided an area of respite available for about 15-20 minutes for every 2 hours working outside. This could be a building, car, or other area with filtered air that provides temporary relief from smoky conditions.</li> </ul>
201-300 (Brown)	Very Unhealthy	<ul style="list-style-type: none"> <li>All non-essential outdoor work must be postponed. Employees scheduled to perform non-essential outdoor work for whom there is no indoor work for should be sent home. These employees should enter the pay code AIP when reporting their time and should be paid for the remainder of their regular work time.</li> <li>Voluntary use respirators will be offered to essential employees working outdoors.</li> <li>Essential staff working outdoors should be provided an area of respite available for about 15-20 minutes for every 2 hours working outside. This could be a building, car, or other area with filtered air that provides temporary relief from smoky conditions.</li> </ul>
301-500 (Purple)	Hazardous	<ul style="list-style-type: none"> <li>Same interventions as above AQI Brown.</li> </ul>

### Well-Being Resources

#### Stay Healthy this Flu Season!

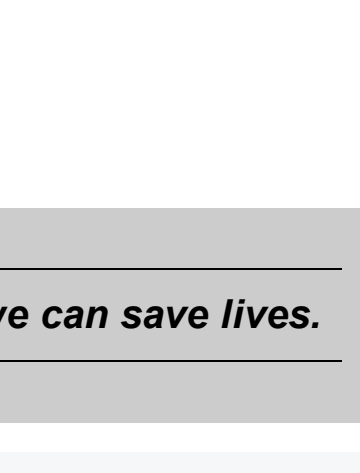


Protecting yourself and others against the flu is more important now than ever. Take action, help prevent spreading the flu and get vaccinated. Getting the flu vaccine will not protect you from the virus that causes COVID-19, however, it will help prevent the overall burden of respiratory illnesses and protect vulnerable populations this season.

San Francisco Health Services System (SFHSS) and your health plan will be offering flu shot clinics across the City and in your area to protect you, your family and your co-workers from this year's flu virus.

Visit <https://sfhss.org/well-being/flu-prevention> for how to schedule your flu shot today.

### Well-Being @ Work Department Spotlights



SFHSS - Well-Being recognizes and Spotlights City departments that demonstrate their commitment to supporting well-being at the workplace. In addition, Spotlights allow departments to share stories and obtain ideas on new and innovative programs and offerings that they can provide their employees to support their well-being. October Spotlight: SFHSS Recognizes the Department of Recreation & Parks (RPD) for their Well-Being Check-In Calls.

When shelter in place occurred, RPD instituted Well-Being check-in calls where 122 Executives, Managers, and Analysts called each employee to inquire about their well-fair and provided well-being resources to support their well-being. The program has allowed employees to feel connected and connect with individuals that they may not have engaged with otherwise. It also gave individuals some much-needed personal contact.

Read the full Spotlight and learn more about the well-being efforts of several other City departments. [Click here](#).

### A Better You, Everyday!

Check out our [SFHSS Events Calendar](#) to stay up to date on these new offerings!

- Flu Prevention Seminar**  
Wednesday, October 7th at 12:00 pm
- 60 Minute Yoga**  
Thursdays at 5:00 pm
- 30 Minute Pilates**  
Thursdays at 5:00 pm
- 60 Minute Meditation**  
Monday through Friday, 9:00pm-10:00pm
- 5-10 Minute Stretch Breaks**  
Tuesdays & Thursdays at 3:00 p.m.



Choose a day and time that works best for you! Questions? Contact Well-Being at [well-being@sfgov.org](mailto:well-being@sfgov.org).

### Employee Spotlight

#### Rob Levin (War Memorial)



Rob has been working with the War Memorial (WAR) for five years. At the WAR he is a Booking Manager and handled the bookings for Davies Symphony Hall, War Memorial Opera House, and Zellerbach Rehearsal Hall pre COVID-19. During the City's response to COVID-19 these spaces have been closed to the public. Rob and his colleagues have been working tirelessly to keep our historic buildings spaces clean and operational, so these old historic buildings are ready for public use as soon as it is safe to reopen.

Rob is optimistic that when San Francisco returns to normal we will come back stronger than ever!

Ophelia Butler, a WAR Memorial co-worker, submitted this excerpt when nominating Rob for the employee spotlight:

"Rob has continued to be so helpful and goes beyond his duties. In this time of crises, he has taken it upon himself to make sure all tenants in our building get their mail dropped off at their office, he inventories our supplies, he creates and posts health alert signs for our buildings and he has set up and provided space for blood drives multiple times. Rob has taken on a lot to ensure our office continues to operate as smoothly as possible. He sends staff uplifting videos of Live Shows from the past that keep our hopes up that our Theatres will come back to life. Rob, is my hero and I can guarantee others in our department feel the same. We need more people in this world who don't wait to be asked to help."

It is employees like Rob, who put their hard work and passion into their every day job that makes us proud to work for the City of San Francisco. Thank you, Rob for your hard work and positivity!

### Employee Recognition Nomination Form

Have an amazing coworker? Click the button below to fill out a quick nomination form, so they can be recognized in the City Newsletter!

[Nominate by Clicking Here!](#)

### Employee Resources

#### Golden Gate Park Slow Streets



The San Francisco Department of Recreation and Parks announced the Golden Gate Park Slow Streets program. Walkers, bikers, runners and skaters are now able to enjoy a virtually car free route from the east end of Golden Gate Park to the ocean.

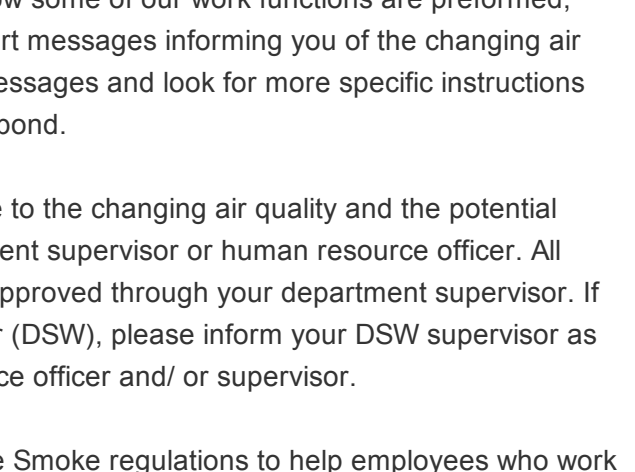
"Slow Streets has been a great program for San Franciscans during COVID, and this expansion will provide more room for our residents to get out, exercise, and safely explore Golden Gate Park from one end to the other," said Mayor London N. Breed. "We know the past six months have been really challenging for everyone, but having these new open spaces in our parks and on our streets has helped keep people happy and healthy."

While the street closure is intended to increase space for people to get outside, park users are still required to wear masks and practice physical distancing. People feeling sick should stay home. The closure will be in effect throughout San Francisco's COVID-19 response to provide more space for people to enjoy physically distant recreation in nature.

[Read the full press release here.](#)

#### SF de Young Reopening

The de Young museum reopened to the public on Friday, September 25th.



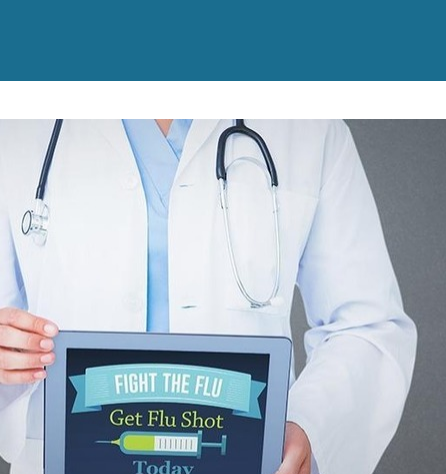
The museum and its' staff have put in new safety measures have to ensure a safe reopening and keep its' visitors healthy. To help facilitate physical distancing the museum has instituted directional signage, timed ticketing, face mask requirements, and reduced capacity.

To schedule your visit and book your preferred time slot, order in advance online here.

Free Saturdays for residents of the nine Bay Area counties with a valid photo ID or postmarked envelope bearing their home address is still in place. Space is extremely limited. Please reserve your ticket ahead of time.

#### Public Library To Go!

SFPL To Go is San Francisco Public Library's version of "curbside pick-up". It allows for safe delivery of requested library materials to patrons at the library front door. To request a book, DVD, audiobook, LP or any circulating item located at participating SFPL To Go libraries using any of these three methods:

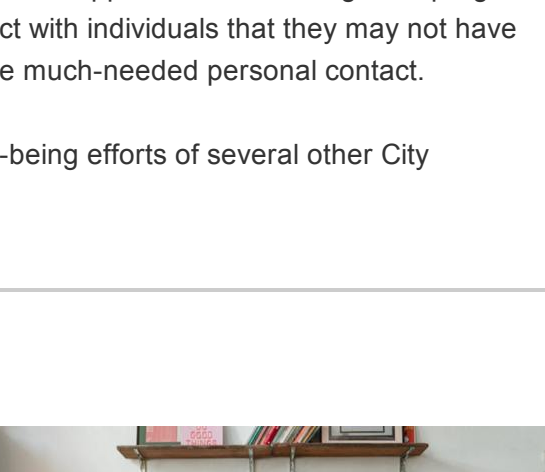


- Go to [sfpl.org](https://sfpl.org) and place a hold through your library account;
- Email [info@sfpl.org](mailto:info@sfpl.org); or
- Call 415-557-4400 and speak to library staff.

The service model is a contact-free front door service where patrons can queue up outside our buildings to pick up their requested books at the library entrance. Check out <https://sfpl.org/sfpl-to-go> to find all library branches offering this service.

#### Shared Spaces Program

San Francisco's [Shared Spaces program](#) is making it easier to use outdoor places like sidewalks, streets, and open lots for business during the coronavirus pandemic.

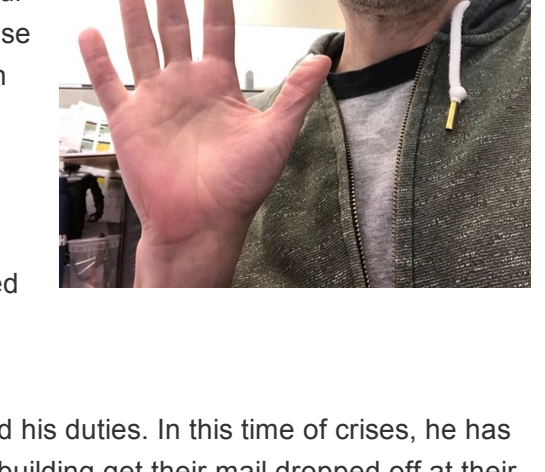


A new interactive map/dashboard is available to search and find over 1,000 businesses moving outside. The map is designed to make it easier for people to find Shared Spaces, check on permit status or simply track the progress of the program. [Check it out here!](#)

Shout out to SF Planning Department, Municipal Transportation Agency (MTA), Office of Economic and Workforce Development, Department of Public Works and others on this successful collaborative project.

#### Heart Your Parks

San Francisco's home to over 150 parks, making the city one of the most accessible in the nation for residents to find a green space near their homes.



During the pandemic, parks have served as a source of comfort for families, communities, and residents across San Francisco. The [San Francisco Parks Alliance](#) Heart your Park campaign painted heart outlines, spaced eight feet apart, at the Conservatory of Flowers, Alamo Square, Dolores Park, and Glen Canyon. These hearts encourage physical distancing while enjoying SF's Parks. We heart our SF parks and this campaign!

### Stay Connected to DHR

#### Stay Connected through the Department of Human Resources

Whether you are on-site reporting for essential work, deployed as a Disaster Service Worker or sheltering in place, the Department of Human Resources is here to provide you with key information and helpful resources. Find out the latest updates through [DHR's COVID-19 page](#).

#### Need individual confidential telephone counseling?

Contact the [Employee Assistance Program](#).

**Do your part: Stop the spread. Together we can save lives.**

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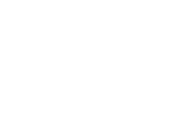
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