March 19, 2020

To All Members working for:
• The City and County of San Francisco
• SFMTA
• SFUSD
• City College of San Francisco

As you are aware, on Monday, March 16, 2020, Mayor Breed announced a shelter in place order for the City and County of San Francisco. As City and County employees, many of you are deemed to perform functions essential to the operations of City and County government (services needed to ensure the continuing operation of the government agencies and provide for the health, safety and welfare of the public).

Those essential functions are determined by the City and its departments. Please note that while the Union has no control over what is deemed as an essential function, we are in communications with the City to ensure safety precautions are being taken for our members. The employer is responsible for providing a safe work environment.

We are in continuing communications with Human Resources for the City and County of San Francisco, The San Francisco Municipal Transportation Agency, San Francisco Unified School District, and City College of San Francisco. As the COVID-19 emergency is unfolding, please check back for updates.

If you are sick, unable to report to work due to your illness or the illness of a family member, have childcare issues, please be advised that paid sick leave is available. You should notify your supervisor and stay home if you are sick. The City has authorized the ability to use sick leave for childcare during this declared emergency. If you have no balances, your departmental HR analysts should be able to provide you with guidance. Please contact us if you need further assistance.

In the event of facility closures or reduced need for services resulting from the COVID-19 emergency, the City has the right to redeploy employees who are not
needed for their normal duties. This may include working at a different location, on a different shift than usual, different assignments, or deployment as a Disaster Service Worker. **All City and County employees are designated as Disaster Service Workers and may be called upon to perform services as a DSW.**

For regularly scheduled City employees who cannot work remotely, and for whom the City has no available work, the City has communicated that there are plans to release these employees, which has already occurred in some facilities. Any affected employees sent home will remain in paid furlough status. Should you fall into this group, you would be required to continue to be available to come to work during this period, which may end at any time. The City has committed to continue these provisions at least through April 17, 2020.

Updated information from the City can be found here: [https://sfdhr.org/covid-19#DSW](https://sfdhr.org/covid-19#DSW)

During these extraordinary times, we ask that all workers currently deployed take any necessary precautions, including thorough hand-washing and wearing PPE, to protect themselves.

If we have any further updates, we will post them on the Local Union’s website. For Employees without access to City Email, please see below correspondence from Mayor London Breed.

In Solidarity,

John J. Doherty  
Business Manager – Financial Secretary
Dear City Employees –

Today we announced that the our County Health Officer has issued a Public Health Order requiring that residents remain at their place of residence, except to conduct essential activities, essential business, and essential government functions. This measure is necessary to slow the spread of novel coronavirus (COVID-19) in our community. Please do not feel that you need to rush home. Individuals will be able to continue to shop for groceries, prescription medications, go to the bank, pick up take-out from restaurants, and help vulnerable family members (see FAQ’s here).

As San Francisco continues to feel the impacts of COVID-19, it is important that we all come together as one workforce and one City to respond to this public health emergency. It is in these times of need that the public relies more than ever on our City employees, particularly those providing critical City services such as health care workers, transit operators, first responders, and those who have been deployed as Disaster Service Workers. I know this is a time of uncertainty and fear, but it can also be a time when we show pride in our City by coming together to meet the challenge of taking care of those most in need of critical City services.

As City employees, we are all Disaster Service Workers and may be called on to step up. Over the coming days as the City continues to address the impacts of this public health crisis, we all must be prepared to support one another and support our City. As a Disaster Service Worker, you may be asked to help support the City’s response in any number of ways. We want and need your support. We know that not every employee may be able to help with the response due to health or other circumstance, but we are going to need those who can help to do so. The City will continue to do all it can to minimize health risks for our employees consistent with Department of Public Health recommendations and occupational health standards.

Your department may have specific essential departmental operations that will require you to continue to work and your Department Head or Manager will advise you if you are required to be at work. City employees who cannot work remotely and who are not performing essential services should check with their supervisors and plan to stay home beginning tomorrow until further notice. Employees performing essential services must still report to work and those that can perform
their work remotely must continue to do so. Essential services at this time include, but are not limited to:

- Public safety and first responders (sworn police, fire, and deputy sheriff staff)
- Transit operations (including MTA and SFO)
- Work performed by all Department of Public Health employees
- Human Services Agency Public Benefits enrollment, continuing eligibility, emergency housing services and distribution
- Child and Adult Protective Services Emergency Hotline and Protective Services Response
- In home care for vulnerable populations
- Utilities (water, power, sewer)
- 911 and 311 Operations
- Sanitation
- Deployed Disaster Service Workers

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.

Additionally, we understand you may also be concerned about a potential loss of work as the City begins to reduce some of its operations. Please know that 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.

Together we can all help guide our City through this crisis. I would ask that you remember as public employees helping the public is our duty, our obligation, and our purpose.
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