SFPUC Employee Daily Digest #3
Thank you to those who have submitted their questions to the covidinfo@sfwater.org inbox! Today’s digest will answer one of the most frequently asked questions: What are the procedures to address and mitigate potential employee exposure to COVID-19? For the latest news regarding SFPUC’s response to COVID-19, visit Currents.

HRS Daily Digest Topics
- FAQs for Employee Exposure from DHR
- Nurse Triage Hotline
- Social Distancing Guidelines
- Reminders

FAQs for Employee Exposure from DHR
The Department of Human Resources released guidance on March 15th to address employee exposure issues. Below is a summary of some of the relevant sections:

1. If you have a positive COVID-19 test
   a. Stay Home - you will be monitored by your physician who will provide you with instructions, which may include notifying your workplace.
   b. Your health information is private and protected - it will not be shared!

2. If you live with someone who has tested positive
   a. Stay Home - this is called “1st Degree Exposure” and the recommendation is to “self-quarantine.”
   b. Your physician will monitor you and provide further instructions.

3. If you live with someone who has been exposed to COVID-19 and they are under self-quarantine
   a. Check with your physician for further instruction.
   b. Generally, 2nd degree contacts are considered low risk and you should still report to work unless you feel sick or have other instruction from your physician.

Remember, these guidelines are in place to protect your health and the health of those around you, especially those in vulnerable populations (#flattenthecurve). If you’re still not sure or if something comes up where you’re not sure what to do, don’t worry, use the Nurse Triage Hotline!

Nurse Triage Hotline
The Nurse Triage Hotline is available to all employees, Managers, and Departmental Personnel Officers.
1. If you believe that you or someone you live or work with has been exposed to COVID-19, call the hotline to speak to a Nurse for advice.
2. The Nurse will gather information over the phone to provide evidence-based medical treatment advice, including possible self-quarantine recommendations.
3. If an employee has tested positive, we will use the Nurse Triage Hotline to determine what steps need to be taken to keep any staff safe who may have worked in close contact.

Remember to Maintain a Respectful Workplace - This is a stressful and uncertain time, but we’re all working together to find a way to meet our agency’s mission in the safest way possible for our employees and public. In this time, remember that a person’s risk for COVID-19 is not based on race, ethnicity, or culture. It is important, now more than ever, to treat colleagues and members of the public with courtesy and respect, and free of discrimination.
We will cover the specific cleaning and disinfection protocols the SFPUC will employ after a confirmed COVID-19 positive in a later digest to keep you informed and to answer specific questions we’ve received in the covidinfo@sfwater.org inbox!

Social Distancing
As a reminder, practice social distancing at your worksites whenever possible. We all have to be responsible to practice these guidelines and as we’re adjusting to these new practices, it’s ok to respectfully remind each other about them. Please see and share the attached flyer from Health & Safety for specific guidance on social distancing during field work, meetings, in vehicles, or as a supervisor, but in general:

- Respect the bubble: keep 6 feet between yourself and your coworkers
- Avoid shaking hands; nod or wave instead
- Cough and sneeze into your elbow
- Frequently wash your hands with soap and water for at least 20 seconds
- Avoid touching your face
- Stay home if you are sick

Reminders
Again, please keep in mind that the guidance may change as the situation continues to evolve, but we will keep you in the loop!

Supervisors & Managers- please continue to distribute this digest to your staff who may not have access/regular access to email. The .pdf version of this message is also attached for your convenience to distribute.

Continue to send your questions, concerns, and ideas for digest topics to covidinfo@sfwater.org! Remember, we may not be able to directly reply to each message, but your questions and recommendations are being monitored so we can address the most frequent concerns and requests in these digests.

People are counting on us to keep providing water, power, and wastewater services to their communities.

Thanks to all who are working in mission essential positions and who are still on-site to accomplish our mission! Please keep letting us know how we can support you.

Justine Hinderliter
Chief People Officer
Human Resource Services
Pronouns: she/her/hers
Tel: (415) 554-1656 | Fax: (415) 554-1662
jhinderliter@sfwater.org