

FAQ

Disclaimer: This information is valid as of October 12, 2021.

Please note that guidance is subject to change and the Port will communicate those changes to employees. As of October 12, we have received the following information from local, state, and federal agencies regarding employees returning to the office and San Francisco public buildings opening to the public. Cal/OSHA has purview over work environments; this organization creates regulations and standards that keep employees safe. This document reflects Cal/OSHA guidelines for workplaces. This information is subject to change at any time due to new information from the agencies. Any new information will be sent to Port employees in a timely manner and after review from various divisions including the Port's Human Resources Division.

As individual circumstances may vary, please contact the Port's Human Resources for additional guidance.

Health Screenings

Will there be a COVID-19 daily health screening process before entering City facilities such as Pier 1 or Pier 50?

Yes, all Port employees reporting to worksites are responsible for completing a daily health screening through the sf.gov website. Please perform screening prior to arriving onsite. Posters at entrances contain a [web link](#) and QR code to assist in accessing the screening survey. Please note that responses are confidential; the website documents that you have been "cleared for work."

Will non-Port/City staff be subject to the same COVID-19 health screening protocols as staff?

Yes, health orders are strictly enforced at all Port facilities. All individuals entering our Port offices are required to comply with current Health Orders. All visitors are subject to complete a daily health screening.

What do I do if I do not pass the daily health screening?

Notify your supervisor that you were not cleared to report to work. If your illness is related to COVID-19, you may be eligible for COVID-19 sick leave (COV), or supplemental sick leave pay (CSP). If you did not clear the daily health check screening due to a non-COVID reason, then you should code your timesheet with regular sick leave. Contact Human Resources if you have questions about documentation requirements.

Masks and Physical Distance

Do I have to wear a face mask at all times indoors when at work, even if I am vaccinated?

Yes, all employees are now required to wear facial coverings in indoor spaces and in vehicles with more than one person except when actively eating or drinking while maintaining 6-foot distancing or engaging in personal hygiene requiring the removal of the covering.

Additionally, use of N95 respirators for unvaccinated persons is encouraged per Cal/OSHA to provide a higher level of protection. More information and N95 respirators are available from the Port Health and Safety Team.

Why do I need to wear a mask at work if I am vaccinated?

Health officials are very concerned by the substantial levels of community transmission now found across the Bay Area, especially among unvaccinated people. In part, this is due to the widespread COVID-19 Delta variant, which is substantially more transmissible than previous forms of the virus. Required indoor masking is a temporary measure that will help us deal with the Delta variant, which is causing a sharp increase in cases, and we know increases in hospitalizations and deaths will follow.

Will the Port provide respirators?

Use of N95 respirators for unvaccinated persons is encouraged per Cal/OSHA, although this use of N95 respirators is voluntary. More information and N95 Respirators are available from the George Bibbins, Port Senior Industrial Hygienist, at 415-205-8317.

Do I need to continue to physically distance?

While not specifically required in the regulations at this time, physical distancing can help slow the spread of COVID-19 in indoor environments.

Returning to the Office

When do I need to report on-site?

The new return to in-person work date for full-time telecommuting employees is November 1, 2021. All employees must be available to work onsite if needed for business reasons. Employees will be given advanced notice before reporting physically at their workplace.

The Port has implemented a phased employee return to work plan. The Port is aligned with the City and County of San Francisco Department of Human Resources telecommute policy and is committed to the following goals:

- June 15th – all employees providing economic recovery and public in-person services will be on-site
- July and November – gradual increase of onsite staff
- September 1st - all employees must conduct their work from within the State of California
- November 1st – employees may perform a hybrid schedule and telecommute with approval from their manager.

I have an underlying health condition; do I have to return to the office?

Yes. When the City requires all employees to report back to work, all employees are expected to return. Contact HR for more information about the reasonable accommodation program if an underlying health condition precludes you from performing your essential functions.

Can employees request alternate work schedules such as staggered start times?

Alternate work schedules, flexible schedules, and telecommuting may be possible with approval of manager and Deputy Director.

Will parking be provided given the limited public transit options?

Employee parking at the Broadway lot is available for a monthly fee. Please contact Winny Loi at Winny.Loii@sfpport.com to register for a parking stall license.

Will non-Port/City staff (e.g., members of the public, tenants, vendors, etc.) be able to access Port worksites?

Yes. Visitors will be allowed to access Pier 1, South Beach Harbor, Hyde Street Harbor, and Pier 50. Health Orders are enforced at all City facilities. All visitors are subject to comply with the current Health Orders.

Are other City departments returning to the workplace?

Yes, the Port is aligned with the City's timeline for employee return to worksites. Many employees have continued to work on-site throughout the pandemic. The Port commends our Maintenance employees and select staff from Maritime, Real Estate and Development, Finance & Administration, and Engineering Divisions who have been working safely on-site throughout the pandemic. To date, the Port has not experienced any work-related COVID-19 transmissions.

What cleaning protocols are in place for bathrooms and other shared spaces?

The Port is following current Cal/OSHA guidance. For full details, please consult the Port's COVID-19 Prevention Plan (CPP). Frequently touched surfaces (i.e., doorknobs, handrails, restrooms) are cleaned daily. The Port will amend the CPP and implement changes as regulations are updated.

Do I have to share my workstation or office equipment?

At this time, staff will not be asked to share workstations. Offices that are shared with two or more people are permitted. However, alternate work schedules with shared office employees are encouraged.

Sharing pens, phones, and other personal items should be minimized. Where there is equipment that is shared (i.e., copiers, printers), cleaning supplies are available for use as needed.

Are employees allowed to keep Pier 1 or Pier 50 windows open at all times?

We encourage opening windows for increased fresh outdoor air. Due to security concerns, please do not leave open windows unattended.

Has the Port made any changes to the ventilation system?

Pier 1 has modified its mechanical system to meet the *DPH Interim Guidance: Ventilation During the COVID-19 Pandemic* and Cal/OSHA COVID-19 prevention standard.

- Ventilation system has been modified to provide 100% outdoor air and does not allow for the recirculation of air.
- Fans begin circulating Monday through Friday between 5:30am and 6:00am in preparation for occupancy. Fans operate continuously during normal business hours.
- MERV 13 filters and equipment are regularly inspected and replaced per manufacturer's instructions.

- Portable air cleaners (PAC) have been deployed in shared areas that are not ventilated, or do not have sufficient ventilation. Contact the Port Industrial Hygienist to evaluate whether PACs are needed or may be beneficial in additional occupied areas.

What safety measures will be in place during wildfire smoke events?

The Port is currently developing guidance for safety measures that will best mitigate the combined health risks from wildfire smoke and COVID-19. Depending on the EPA Air Quality Index, employees will be provided with guidance on options to reduce their exposure to smoke including limiting time outside, voluntary use of an N95, planning less strenuous work, etc. Ventilation systems may be adjusted during smoke events to increase/decrease fresh air and increase air filtration.

Will the public restrooms and pay phones be open to the public at Pier 1?

Yes, restrooms and pay phones are currently open at Pier 1. They are cleaned according to current regulatory requirements.

COVID-19 Testing and Quarantining

Where can I get a COVID test?

A high-volume testing site for COVID-19 is open at 7th and Brannan Streets in the South of Market neighborhood. The site has capacity to administer 500 tests per day from 9 a.m. to 6 p.m., seven days a week by appointment only. 100 tests per day are reserved for City employees. To make an appointment or to find other testing sites, employees can visit <https://sf.gov/find-out-about-your-covid-19-testing-options>. Employees can also schedule a test with their healthcare provider.

What should I do if I test positive for COVID-19?

Do not report to work. You should consult your physician for guidance following a positive COVID-19 test. You should notify Port Human Resources at David.D.Garcia@sfport.com if you have been in the office within the 14 days preceding your positive test date.

If I am not fully vaccinated and was in close contact with a positive COVID-19 case, do I still need to quarantine?

Yes, you should quarantine. If you are a close-contact of a COVID-19 positive case, please do not report to work. Additionally, we strongly encourage you to pursue a COVID-19 test. A quarantine period of 10 days is recommended.

If I am fully vaccinated and was in close contact with a positive COVID-19 case, do I still need to quarantine?

Vaccinated employees only need to quarantine if they are experiencing COVID-19 symptoms following a close contact. Quarantine is recommended for up to 10 days or until fever-free for a period of at least 24 hours.

What happens if a co-worker tests positive for COVID-19?

Port Human Resources is responsible for completing contact tracing whenever a COVID-19 positive case occurs in the workplace. Port Human Resources will notify any employee who had close contact with the COVID-19 positive employee and advise them of next steps. The identity

of the person with a positive case will not be shared with other employees due to privacy concerns. Common areas used by a COVID positive employee may have restricted access while the area is thoroughly disinfected.

Will the Port provide COVID-19 testing to someone that is experiencing COVID-19 symptoms?

The Port has information and resources available for COVID tests (<https://sf.gov/find-out-about-your-covid-19-testing-options>) and vaccinations (<https://sf.gov/get-vaccinated-against-covid-19>). Employees should consult their health care provider for recommendations about COVID tests, vaccinations, or treatments.

Vaccinations

Do I need to be vaccinated to come back to the office?

All employees must be vaccinated by **November 1, 2021**. This requirement is described in greater detail in the [City's Vaccination Policy](#). Employees may request an accommodation due to a medical condition or because of a sincerely held religious belief.

The Port strongly encourages employees to get vaccinated. If you are interested in vaccinations, please visit: [Sign up for vaccine appointments](#).

Where can I get a vaccine?

Vaccines are available at no cost to all employees. Employees may receive vaccinations in their local communities. [Sign up for vaccine appointments](#).

Will I lose my job if I am unwilling/refuse to get vaccinated?

The City and County of San Francisco has implemented a new condition of employment which requires employees to be vaccinated. All City employees must be fully vaccinated by November 1, 2021. Employees may request an accommodation due to a medical condition or because of a sincerely held religious belief. The exemption procedure is described in the [COVID-19 Medical and Religious Exemption Request](#).

What if my co-worker(s) are not vaccinated?

The Port encourages all employees to get a COVID vaccination. All employees must follow COVID face covering and health screening requirements and the City's vaccination policy when reporting to work. Vaccination status is confidential; do not ask other employees about their vaccination status.

My kids are not yet eligible for the vaccine – do I still have to come to work?

Yes. Employees are required to return to work by November 1, 2021 and may request a telecommute arrangement for a maximum of 3 days per week by completing the appropriate request form.

For additional information regarding adolescent eligibility, please refer to the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/recommendations/adolescents.html>

Contact Port Human Resources for more information on leaves of absence to care for family members, if required.

Telecommute

Information per DHR's Interim telecommute policy; City's telecommute policy will be updated in Fall 2021.

Can I continue to telecommute?

From now until November 1, Port employees will transition back to on-site work. By November 1, the Port will be following the DHR Telecommute Program which states that employees may telecommute up to three days per week with approval from their manager. Managers will review telecommuting requests based on business needs, employee ability to work effectively off-site, and team and division functions and needs. Telecommute Agreements, approved by manager and Deputy Director, must be submitted to Port Human Resources.

My personal and public transit options are limited because of COVID – do I have to come back to the office?

Employees are responsible for arranging their transportation to and from work. Employees may request alternative or flexible schedules from their supervisors to address transportation concerns.

I live with high-risk family members – can I continue to telecommute after the transition period (after November 1, 2021)?

Employees may be able continue to telecommute with supervisor approval if they can perform their essential job functions remotely, for a maximum of three days each week. Their manager and Deputy Director must approve telecommute requests for telework after November 1, 2021.

I don't have childcare/eldercare available – can I continue to telecommute?

Employees may be able to continue to telecommute with supervisor approval if they can perform their essential job functions remotely for up to 3 days each week. Employees may request alternate work schedules or flexible work schedules to address COVID related attendance concerns. If an employee requires leave to care for a family member due to school closure or illness, please consult Port Human Resources for available options.

Can I have a hybrid work schedule where I telecommute some days and work from the office others?

From now until November 1, Port employees will transition back to on-site work. By November 1, the Port will be in compliance with the DHR Telecommute Program which states that employees may telecommute up to three days per week with approval from their manager. Managers will review telecommuting requests based on business needs, employee ability to work effectively off-site, and functional team needs. Telecommute Agreements, approved by manager and Deputy Director, must be submitted to Port Human Resources.

Meetings and Gatherings

When will we return to in-person commission meetings?

Commission meetings continue to be virtual at this time. We expect to resume in-person commission meetings in Fall 2021. Please check www.sfport.com for the latest up-to-date information.

Can we do in-person indoor or outdoor community meetings and activities?

Virtual meetings should be utilized to the extent possible until November 1. If an in-person meeting is necessary, participants must comply with the applicable health orders. Please contact Health and Safety for information on COVID-19 requirements.

Will the use of conference rooms for staff meetings be permitted?

Employees are encouraged to continue virtual meetings. Each employee workstation has been outfitted with a camera and headset. In-person meetings are permitted on a case-by-case basis when virtual meetings are not effective. Please contact Business Services for assistance.

Should a situation require an in-person meeting, the following must be in place:

- Reserve the conference room.
- Clean surfaces before and after use with provided products.
- Open windows where available.
- If required, follow instructions for operation of the portable air cleaner.

Do I still need to follow DHR policies when I visit a non-Port worksite while on duty?

Yes, City employees are required to comply with all DHR policies when performing their job. If a non-Port worksite has a stricter policy, you will be required comply with those policies.

Are City contractors and vendors required to follow City DHR Vaccination and Masking Policies?

City contractors and vendors are required to comply with the same Cal/OSHA COVID regulations and current local health orders.