



# Coronavirus and City Employees

## What You Need to Know

### Federal Government Guidelines

**Travel to the United States from China.** Upon arrival in the United States, all passengers will be screened by the Center for Disease Control (CDC) for symptoms associated with the coronavirus virus (fever, cough, or shortness of breath). The CDC will follow its protocols to prevent the spread of the coronavirus working directly with pre-identified hospitals and the U.S. Department of Public Health.

**Mandatory quarantine.** Any individual who has traveled in mainland China in the past 14 days, and has symptoms associated with the coronavirus is subject to mandatory quarantine procedures by federal public health authorities. Any individual who is returning from Hubei Province, China, is subject to mandatory quarantine procedures by federal public health authorities, regardless of whether that individual has coronavirus symptoms.

**Self-quarantine.** Any individual who has traveled to mainland China in the past 14 days and is feeling well (no symptoms of fever, cough, or shortness of breath) **should not go to go to work, school, or social gatherings.**

Please call SFPD at 415-554-2830 for further information.

**For up to date information employees and the public may visit [SF72.org](https://www.cdc.gov/coronavirus/2019-ncov/summary.html) or the CDC webpage: <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>**

### Employee Guidance

Employees who have traveled to mainland China and returned within the last 14 days, must stay home from work, school, or social gatherings for 14 days after their last day in China.

If you have symptoms associated with the coronavirus (fever, cough, or shortness of breath) immediately alert your health care professional.

If any of the above applies to you:

- Immediately contact your department's HR team for further instructions;
- Stay home and inform your manager or supervisor;
- You may be able to telecommute if your job duties permit;
- You may need to use sick or other leave balances to remain out of the workplace.

**If you have any questions regarding Human Resources, please contact your department assigned Department Personnel Officer.**