



OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Mayor
Naomi M. Kelly, City Administrator

MEMORANDUM

TO: Contractors Building San Francisco Public Works Projects

FROM: Naomi M. Kelly, City Administrator 

DATE: July 29, 2020

RE: Importance of Following COVID-19 Health and Safety Protocols

I wrote on March 20, 2020, to tell you that the City and County of San Francisco was prepared to partner with you to make San Francisco public works projects as safe as possible in response to the challenges posed by COVID-19. I am grateful for your response. Thank you for your extraordinary efforts to keep your workers and our community safe. Representatives from unions, contractors' association, and leading contractors collaborated with City staff to create COVID-19-specific safety protocols, which the City adopted and you implemented.

Unfortunately, despite all of our efforts, spread of the virus has increased. As you probably know, COVID-19 cases are increasing in California, and we now have the dubious distinction of being in the state with the highest number of reported cases. Public health officials around the state are reevaluating which businesses are "essential" and can safely stay open.

Unfortunately, San Francisco's Health Officer has observed construction workers who have not been wearing face coverings or adhering to social distancing requirements. It would be devastating to your businesses, your employees' finances, and the City's ability to complete vital infrastructure projects if the Health Officer were to conclude that construction work in the City must stop to address the pandemic.

Accordingly, I urge you to adopt an even stronger commitment to implementing and following the Public Works Project Safety Protocol set forth in paragraph 2 of Appendix A to San Francisco Health Officer Directive No. 2020-04, copy attached. This is critical for your workers and City employees, their families, and our community at large. It is also critical to preserve the status of construction projects in San Francisco as "essential businesses" permitted to continue.

I have also directed the San Francisco departments that manage public works projects to intensify efforts to verify that City contractors are following the safety protocols. If workers are not wearing face coverings, practicing social distancing or wearing PPE, City project managers and inspectors will address the violations immediately to the contractor's management representatives on site. If contractors do not correct the problem immediately, the City representatives will issue written non-compliance notices ("NCN") to document the failure to follow the contractor's HASP.

However, the best approach to address the pandemic is for all of us to work together to commit to, and hold ourselves accountable for, following the protocols to keep each other and our families and the community safe.

Wishing each of you and your families and colleagues health and prosperity in these challenging times. Thank you.